APPLICANT USER'S GUIDE – ePLANS REVIEW

Applicant User Guide –Version 4 12/12/2013	In addition to this user manual, please refer to the instructions provided in the electronic forms (eForms) for further assistance.

Introduction

ePlan review with ProjectDox is a web-based solution that will allow building plans to be submitted electronically, improve the plan review cycle, reduce costs associated with obtaining residential and commercial construction permits, as well as support green initiatives.

For questions about the City of Winter Springs' ePlans process, please contact:

Project Coordinator

City of Winter Springs

1126 East SR 434

Winter Springs, FL 32708

(407) 327 1800, Option 1

ePlans@winterspringsfl.org

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Before Starting Your Submittal

Please complete the following prior to getting started:

1. Make application at the City of Winter Springs, Community Development Department, City Hall located at:
   1126 E SR 434
   Winter Springs, FL 32708

   The City provides you with a permit/project number and fees due

2. Review the standards for how to name your drawing and documents' files, acceptable file formats, etc. (See Standards section in this guide.)

Electronic Plan Submission

Standards

Standards allow for easy identification of a drawing by naming convention, vector file types in order to facilitate the most efficient review, and color-coding of comments for visual identification of departments.

Required Files

1. Drawing Files – all required drawings as well as an index page following City standards for submission (along with other information required by the City's checklist). Each page of the drawing shall be uploaded as a separate file.
2. Supporting Document Files – all other files that are required as part of the application submission but are not drawing files (i.e., Drainage Calculations, Easement letter, certifications, etc.) Each document shall be uploaded as a separate file.

Sheet Orientation

- All drawings should be properly oriented in landscape mode to facilitate timely review.

File Naming Standards – Development Plans

File names for drawings submitted through ePlans Review should include the first character(s) of the discipline name, followed by a 3-digit sheet number and drawing type. File names for both drawings and documents shall remain the same for all submittals. Please do not version files when uploading resubmitted files as this is automatically handled via the ePlans software.

- **Discipline** – First character in the file name represents the discipline area followed by the page number and type of drawing, i.e. C001 – Site Layout. Ensure that all plans, including the associated details, are submitted under the correct discipline characters.
- **Sheet Number** – Must be a 3 digit number with leading zeros. Note: if decimals are needed, place decimal after the 3rd digit, ex. P001.99

Drawing Type	Discipline	Character	Sheet Number	Example File Names
Civil	**CIVIL**	C		
Cover	CIVIL		000	C000 – COVER
Site Layout	CIVIL		001-999	C001 – SITE
Drainage/Grading Plan	CIVIL			COO2 –GRADING
Utility Plan	CIVIL			C003 – UTILITY
Details	CIVIL			C004 - DETAILS
Erosion Control	CIVIL			C005 – EC
Survey	CIVIL		001-999	C006 - SURVEY
Landscape Plan	**LANDSCAPE**	L	001-999	L001– IRRIG

File Naming Standards – Building Plans (Residential & Commercial)

File names for drawings submitted through ePlans Review should include the first character(s) of the discipline name, followed by a 3-digit sheet number and drawing type. File names for both drawings and documents shall remain the same for all submittals. Please do not version files when uploading resubmitted files. ePlans will automatically date and differentiate uploaded files from the previous submittals.

- **Discipline** – First character(s) in the file name represents the discipline area followed by the page number and type of drawing, i.e. A009 – Elevations. Ensure that all plans, including the associated details, are submitted under the correct discipline characters to use.
- **Sheet Number** – Must be a 3 digit number with leading zeros. Note: if decimals are needed, place decimal after the 3rd digit, ex. P001.99

Drawing Type	Discipline	Character	Sheet Number	Example File Names
Architectural	**ARCHITECTURAL**	A		
Cover Sheet	ARCHITECTURAL		000	A000 – COVER
Floor Plan	ARCHITECTURAL		001-999	A001 – FLOOR PLAN
Foundation	ARCHITECTURAL			A005 - FDN
Elevations	ARCHITECTURAL			A009 - ELEV
Details	ARCHITECTURAL			A015 - DETAILS

Interior Design	**INTERIOR DESIGN**	I	001-999	I009 – INTDS
Structural – All Structural and related plans including details, shoring, etc.	**STRUCTURAL**	S	001-999	S002 – STEEL BLDG
Plumbing	**PLUMBING**	P	001-999	P099 - PLUMB
Electrical	**ELECTRIC**	E	001-999	E001 - ELEC
Mechanical	**MECHANICAL**	M	001-999	M101 - MECH
Landscape	**LANDSCAPE**	L	001-999	L011 – IRRIG
Civil	**CIVIL ENGINEERING**	C	001-999	C003 - GRADING
Fire Protection	**FIRE**	F	001-999	F799 – FIRE

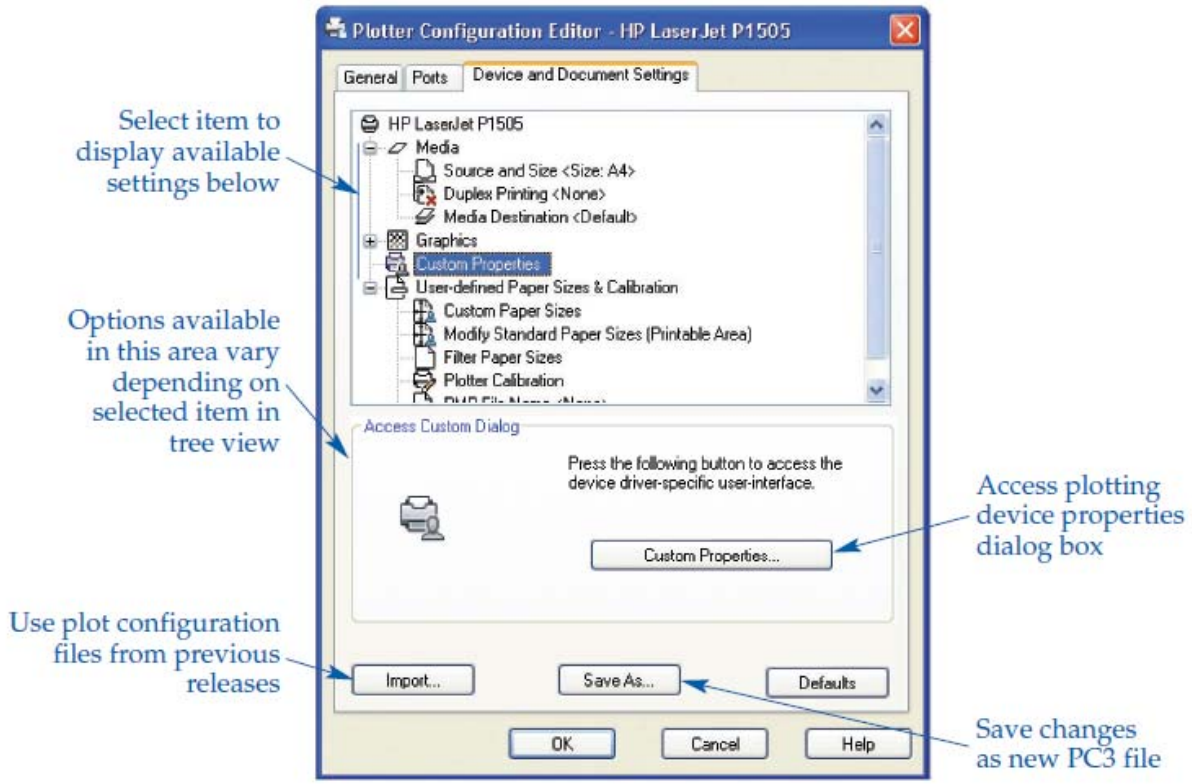
File Type Standards

Supporting files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG, or BMP. Please submit searchable PDF files for calculations, reports and other supporting documentation (non-drawing files).

Both vector PDF and Design Web Format (DWF) files will be accepted for drawing files. Since AutoCad software is commonly used to create drawing files, converting a DWG to DWF file print ready is the preferred secured file format. Files must be 2D DWF print ready files (i.e. setup properly for printing with title block, no extra data outside the print page area, etc.) The DWF must be saved as AutoCad version 10 or lower format. ProjectDox does not support 3D DWF files.

If you choose to create PDF files, you will need to convert your AutoCad files to vector PDF by using the AutoDesk Vector Graphic Converter *"DWG to PDF.pc3 Plotter Driver."* The advantage of using DWF files over PDF files is the file size. DWF files tend to be one-sixth (1/6th) the size of PDF files.

If drawings are electrical, mechanical, plumbing/gas, etc, confirm that only the trade lines are dark by changing the background to grayscale prior to saving as a vector PDF file.



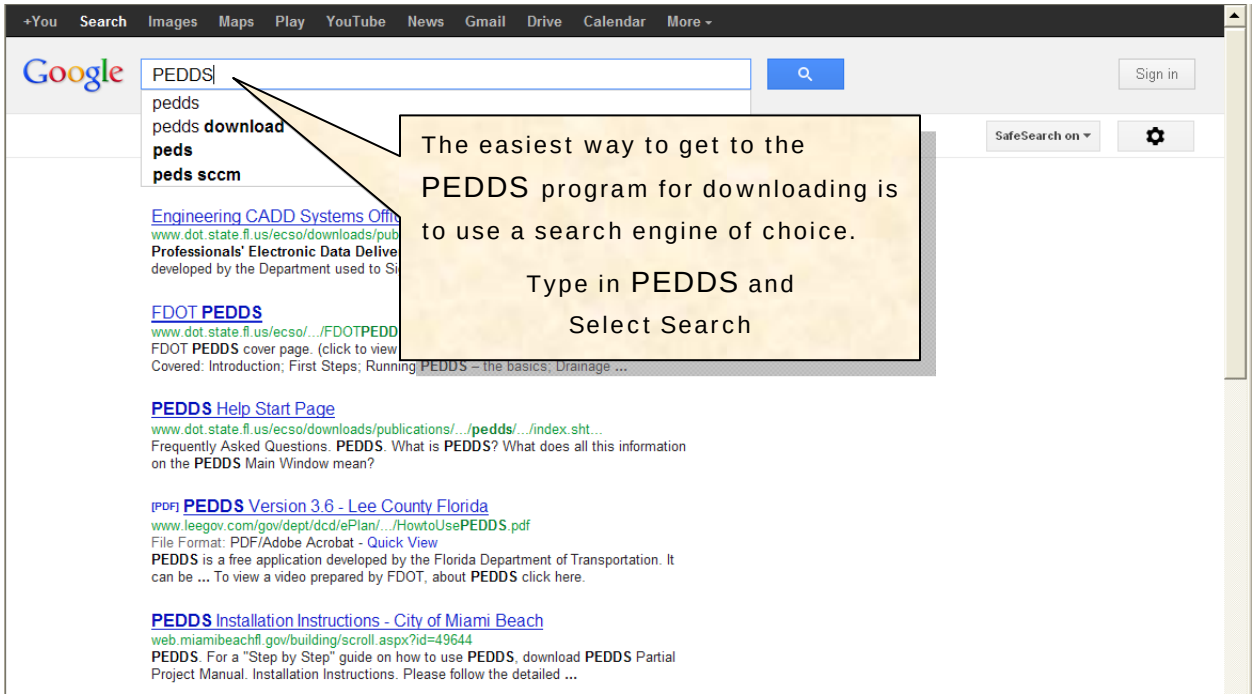
Electronic Signatures

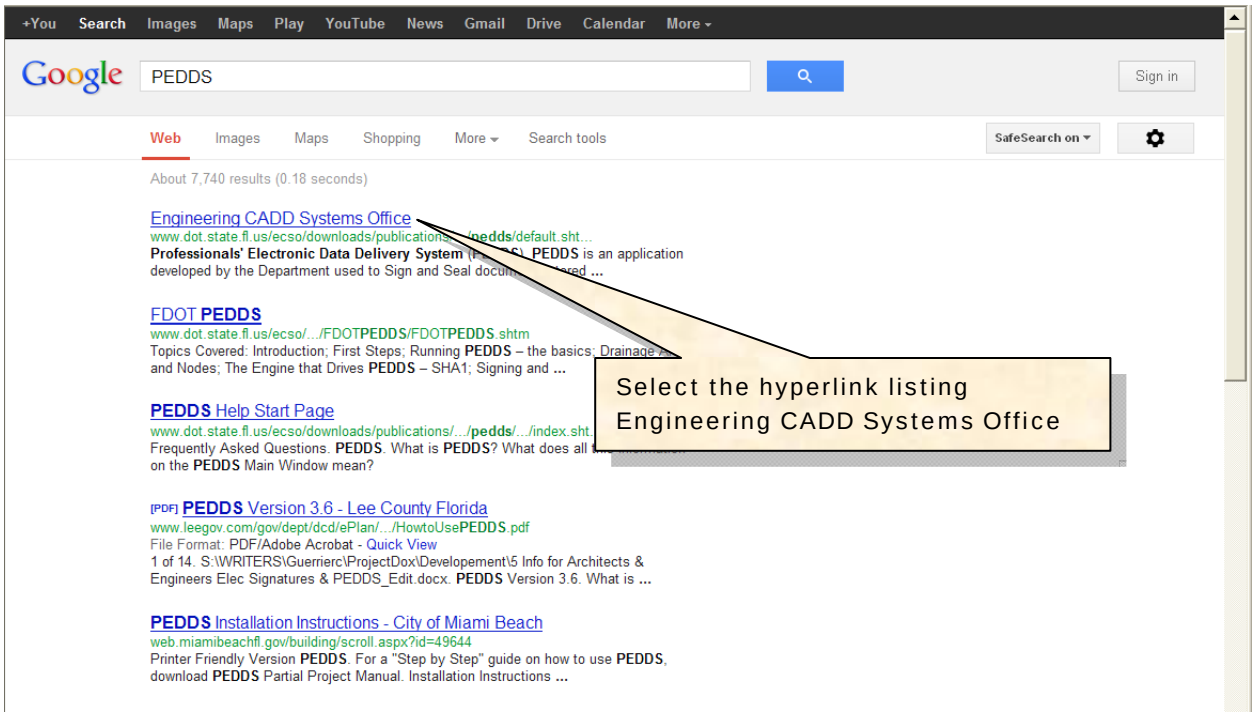
- All drawings uploaded for review to the City of Winter Springs' e-Plans site must contain an electronic seal and signature. The City of Winter Springs accepts digitally signed drawings using one of three options. The first two methods, Adobe Acrobat or VeriSign, require a digital seal and signature on each individual drawing. Drawing files combined and signed as a single batched file are unacceptable.

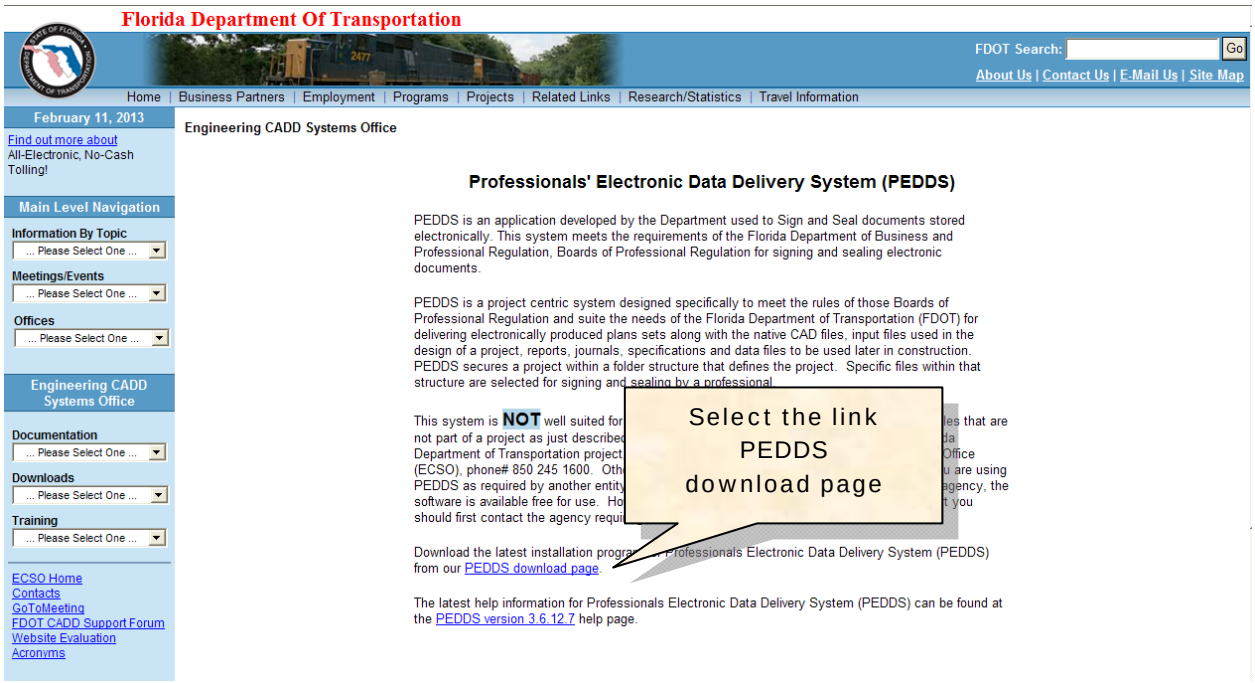
- The third option accepted by the City of Winter Springs, fully explained in the section that follows, uses PEDDS (Professional's Electronic Data Delivery System) to sign and seal documents stored electronically. PEDDS is an application developed by the Florida Department of Transportation (FDOT). This system meets the requirements of the Florida Department of Business and Professional Regulation for signing and sealing electronic documents.

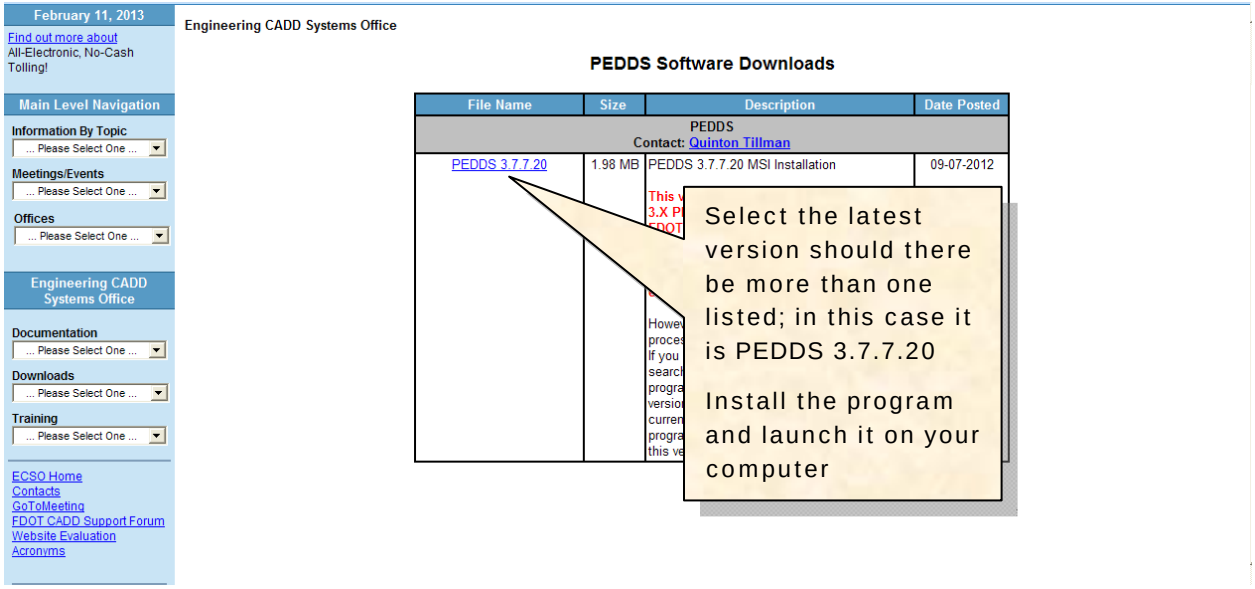
- PEDDS is a project-centric system designed specifically to meet the rules of those Boards of Professional Regulation and suit the needs of the FDOT for delivering electronically produced plan sets along with the native CAD files, input files used in the design of a project, reports, journals, specifications, and data files to be used later in the construction process. PEDDS secures a project within a folder structure that defines the project. The applicable professional selects the specific files within that structure for signing and sealing.

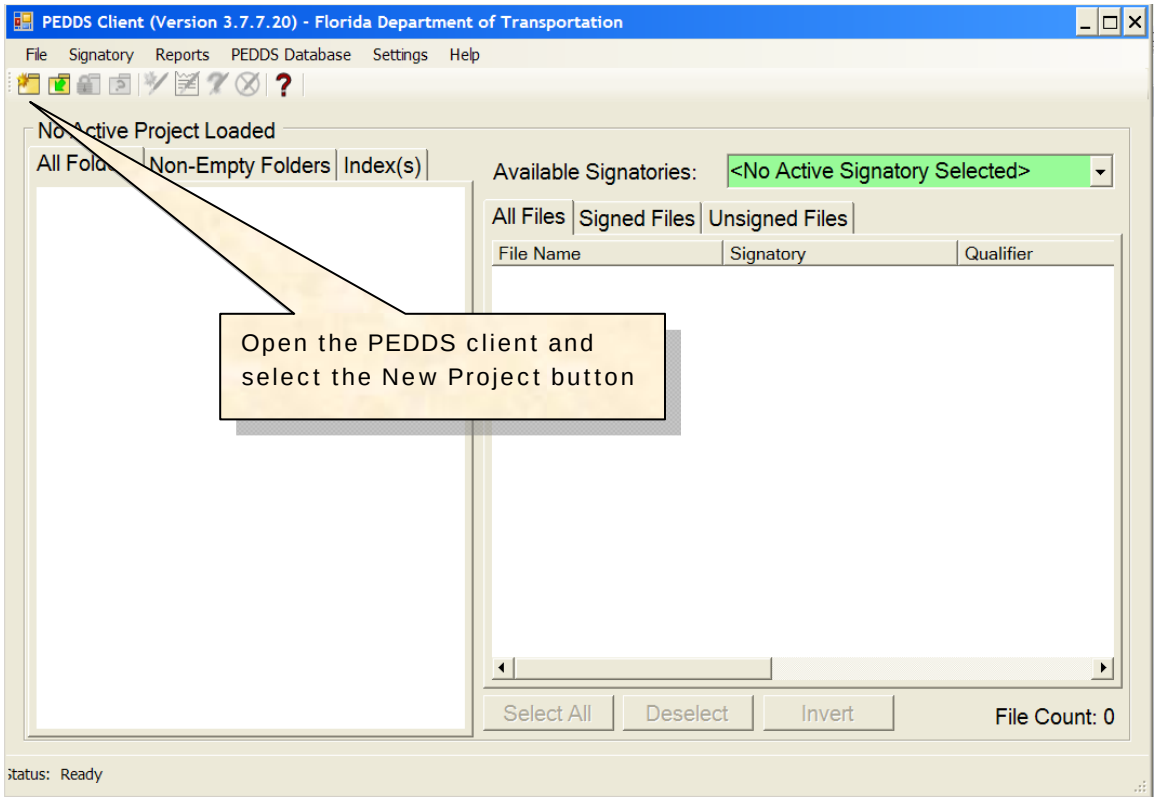
- Both the Florida Board of Engineers and the Board of Architecture and Interior Design recognize Adobe Acrobat, VeriSign, and PEDDS as viable solutions for signing and sealing documents submitted to the counties and cities for review. For electronic submittals, digital signing and sealing is a required step in securing a permit in the City of Winter Springs.

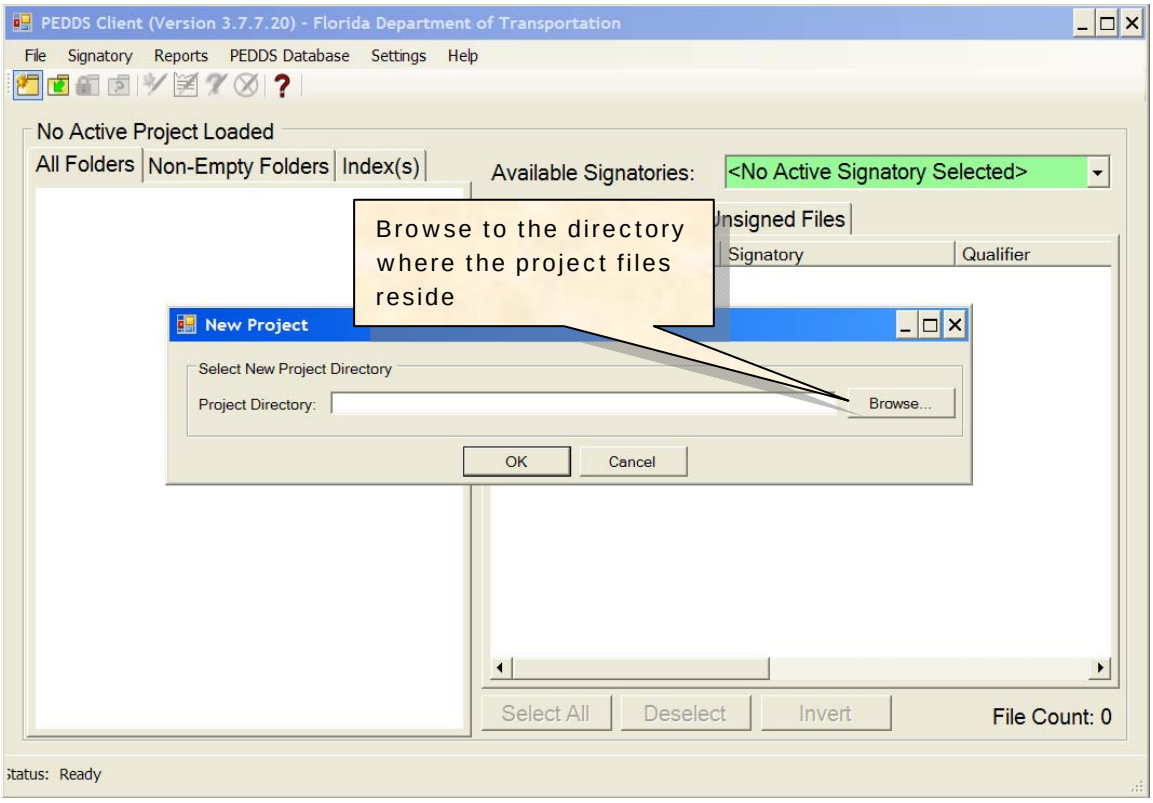

+You Search Images Maps Play YouTube News Gmail Drive Calendar More
Google
PEDDS
pedds
pedds download
peds
peds sccm
Sign in
SafeSearch on
The easiest way to get to the PEDDS program for downloading is to use a search engine of choice.
Type in PEDDS and Select Search
Engineering CADD Systems Offic
www.dot.state.fl.us/ecso/downloads/pub
Professionals' Electronic Data Delive
developed by the Department used to Si
FDOT PEDDS
www.dot.state.fl.us/ecso/.../FDOTPEDD
FDOT PEDDS cover page. (click to view
Covered: Introduction; First Steps; Running PEDDS – the basics; Drainage ...
PEDDS Help Start Page
www.dot.state.fl.us/ecso/downloads/publications/.../pedds/.../index.sht...
Frequently Asked Questions. PEDDS. What is PEDDS? What does all this information on the PEDDS Main Window mean?
[PDF] PEDDS Version 3.6 - Lee County Florida
www.leegov.com/gov/dept/dcd/ePlan/.../HowtoUsePEDDS.pdf
File Format: PDF/Adobe Acrobat - Quick View
PEDDS is a free application developed by the Florida Department of Transportation. It can be ... To view a video prepared by FDOT, about PEDDS click here.
PEDDS Installation Instructions - City of Miami Beach
web.miamibeachfl.gov/building/scroll.aspx?id=49644
PEDDS. For a "Step by Step" guide on how to use PEDDS, download PEDDS Partial Project Manual. Installation Instructions. Please follow the detailed ...

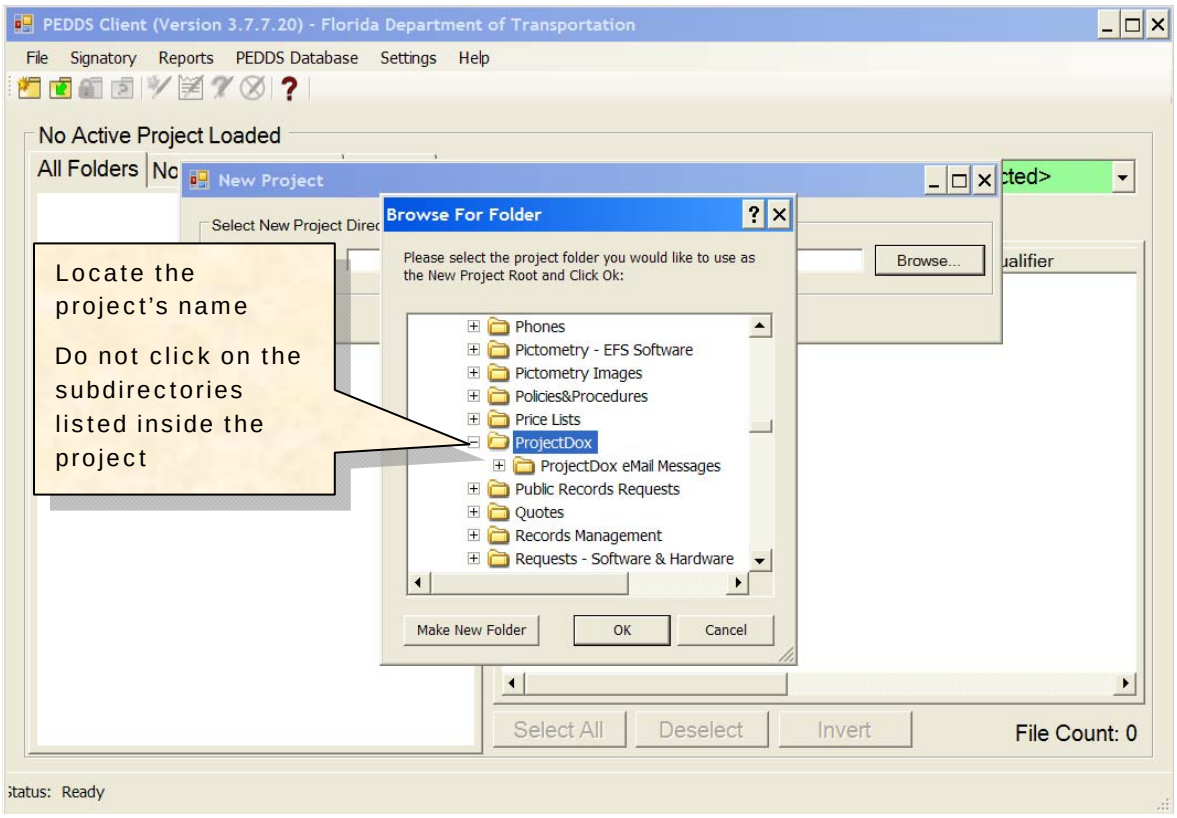

+You Search Images Maps Play YouTube News Gmail Drive Calendar More
Google
PEDDS
Sign in
Web Images Maps Shopping More Search tools
SafeSearch on
About 7,740 results (0.18 seconds)
Engineering CADD Systems Office
www.dot.state.fl.us/ecso/downloads/publications/.../pedds/default.sht...
Professionals' Electronic Data Delivery System (...\PEDDS is an application developed by the Department used to Sign and Seal docu... ...
FDOT PEDDS
www.dot.state.fl.us/ecso/.../FDOTPEDDS/FDOTPEDDS.shtm
Topics Covered: Introduction; First Steps; Running PEDDS – the basics; Drainage ... and Nodes; The Engine that Drives PEDDS – SHA1; Signing and ...
Select the hyperlink listing Engineering CADD Systems Office
PEDDS Help Start Page
www.dot.state.fl.us/ecso/downloads/publications/.../pedds/.../index.sht...
Frequently Asked Questions. PEDDS. What is PEDDS? What does all t... on the PEDDS Main Window mean?
[PDF] PEDDS Version 3.6 - Lee County Florida
www.leegov.com/gov/dept/dcd/ePlan/.../HowtoUsePEDDS.pdf
File Format: PDF/Adobe Acrobat - Quick View
1 of 14. S:\WRITERS\Guerrierc\ProjectDox\Developement\5 Info for Architects & Engineers Elec Signatures & PEDDS_Edit.docx. PEDDS Version 3.6. What is ...
PEDDS Installation Instructions - City of Miami Beach
web.miamibeachfl.gov/building/scroll.aspx?id=49644
Printer Friendly Version PEDDS. For a "Step by Step" guide on how to use PEDDS, download PEDDS Partial Project Manual. Installation Instructions ...

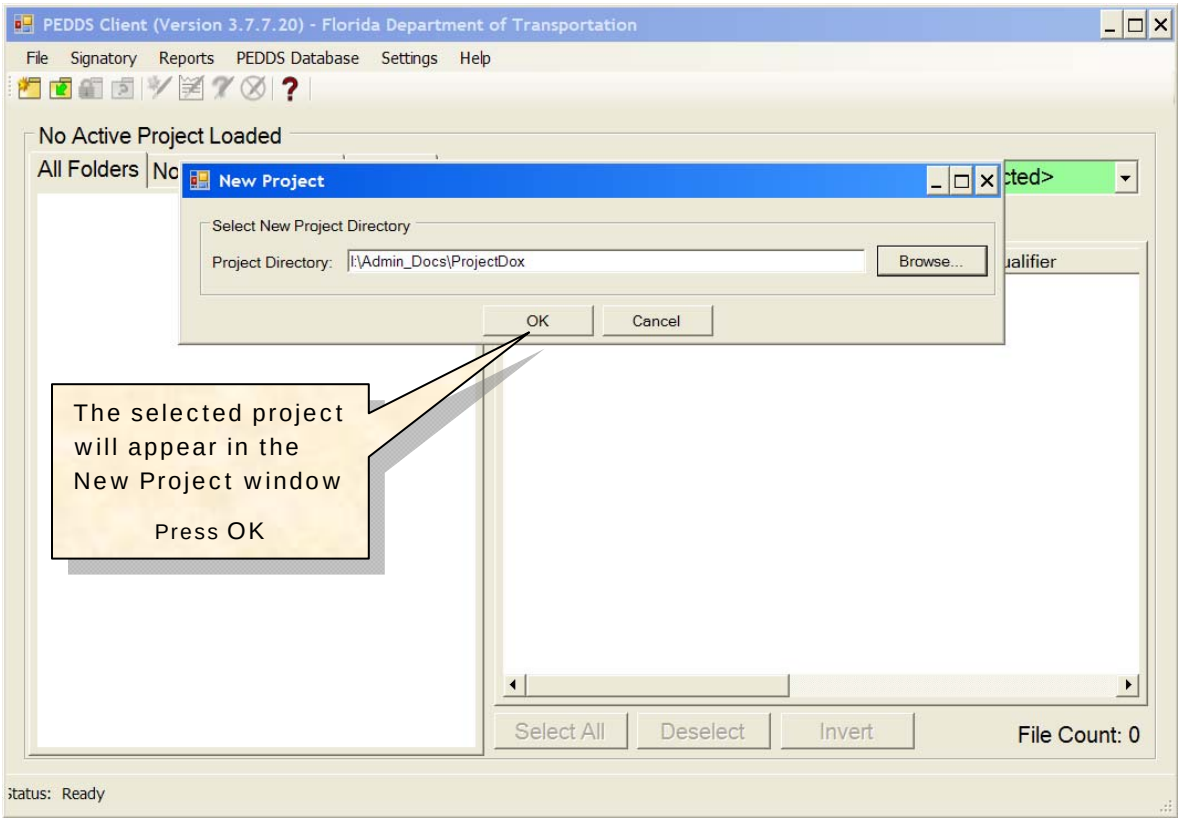

Florida Department Of Transportation
FDOT Search:
Go
About Us | Contact Us | E-Mail Us | Site Map
Home | Business Partners | Employment | Programs | Projects | Related Links | Research/Statistics | Travel Information
February 11, 2013
Find out more about All-Electronic, No-Cash Tolling!
Main Level Navigation
Information By Topic
Meetings/Events
Offices
Engineering CADD Systems Office
Documentation
Downloads
Training
... Please Select One ...
ECSO Home
Contacts
GoToMeeting
FDOT CADD Support Forum
Website Evaluation
Acronyms
Engineering CADD Systems Office
Professionals' Electronic Data Delivery System (PEDDS)
PEDDS is an application developed by the Department used to Sign and Seal documents stored electronically. This system meets the requirements of the Florida Department of Business and Professional Regulation, Boards of Professional Regulation for signing and sealing electronic documents.
PEDDS is a project centric system designed specifically to meet the rules of those Boards of Professional Regulation and suite the needs of the Florida Department of Transportation (FDOT) for delivering electronically produced plans sets along with the native CAD files, input files used in the design of a project, reports, journals, specifications and data files to be used later in construction. PEDDS secures a project within a folder structure that defines the project. Specific files within that structure are selected for signing and sealing by a professional.
This system is NOT well suited for
Select the link PEDDS download page
Download the latest installation progra
Professionals Electronic Data Delivery System (PEDDS) from our PEDDS download page.
The latest help information for Professionals Electronic Data Delivery System (PEDDS) can be found at the PEDDS version 3.6.12.7 help page.

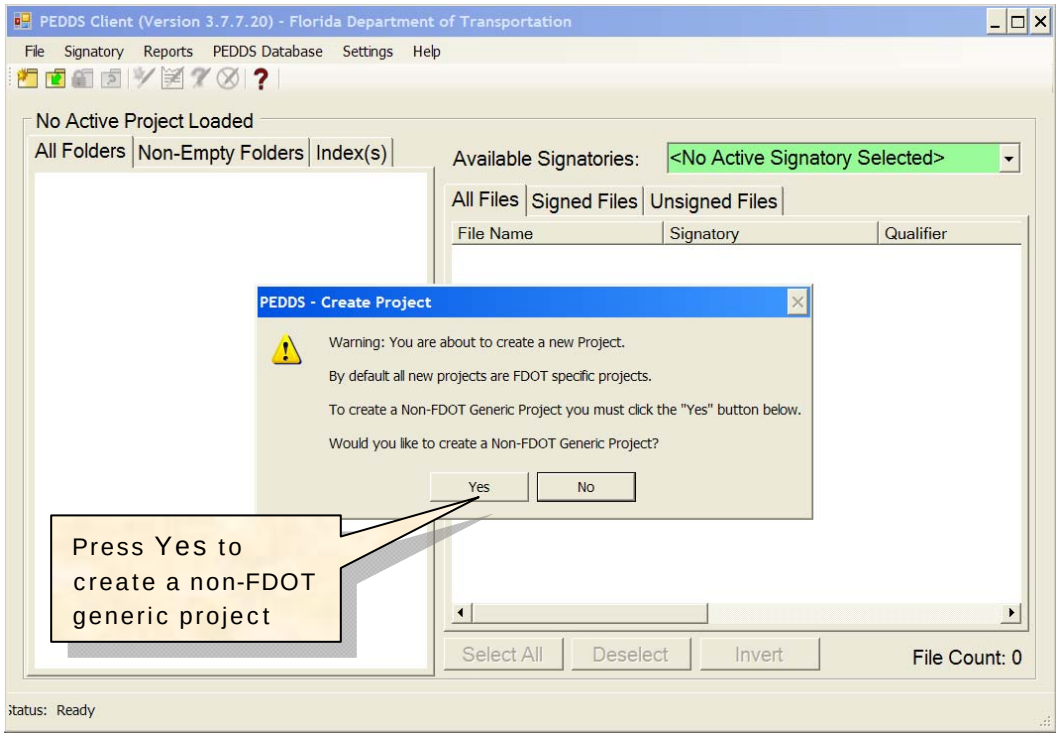

February 11, 2013
Find out more about All-Electronic, No-Cash Tolling!
Main Level Navigation
Information By Topic
Meetings/Events
Offices
Engineering CADD Systems Office
Documentation
Downloads
Training
... Please Select One ...
ECSO Home
Contacts
GoToMeeting
FDOT CADD Support Forum
Website Evaluation
Acronyms
Engineering CADD Systems Office
PEDDS Software Downloads
File Name
Size
Description
Date Posted
PEDDS
Contact: Quinton Tillman
PEDDS 3.7.7.20
1.98 MB
PEDDS 3.7.7.20 MSI Installation
09-07-2012
Select the latest version should there be more than one listed; in this case it is PEDDS 3.7.7.20
Install the program and launch it on your computer

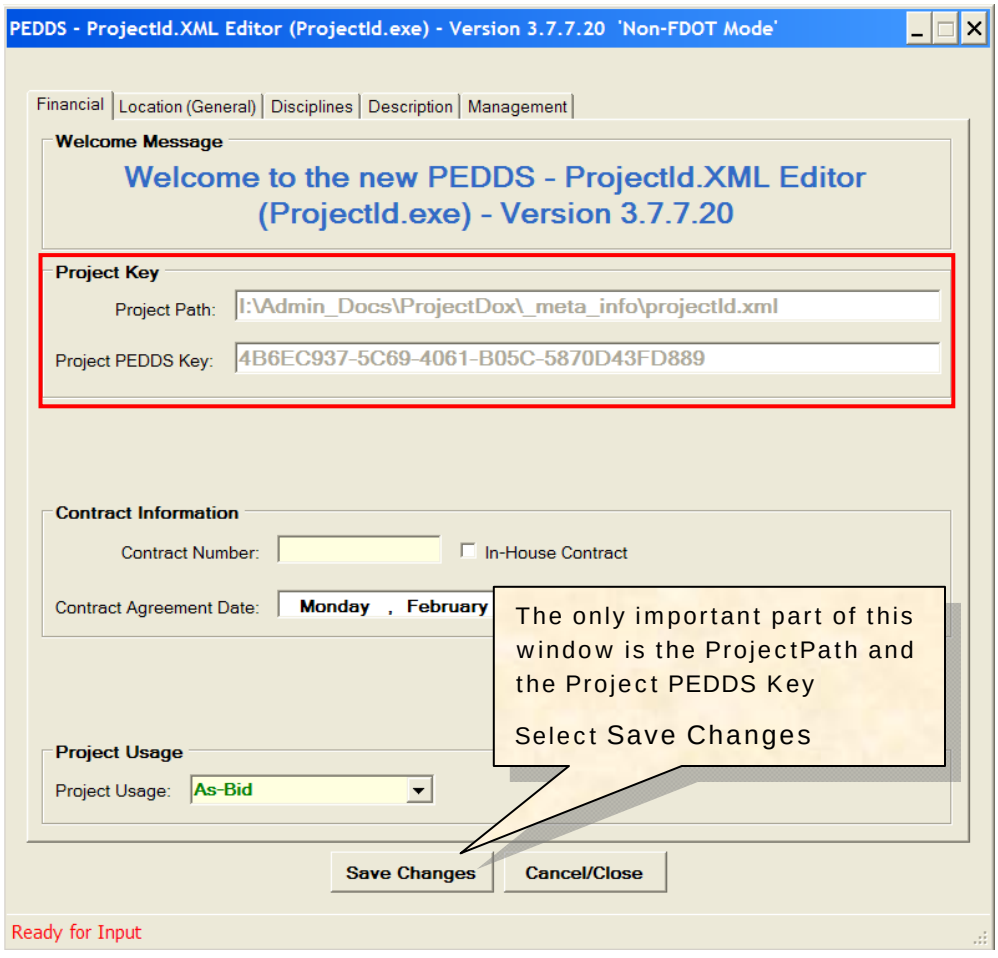

PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File Signatory Reports PEDDS Database Settings Help
Non-Empty Folders
Index(s)
Available Signatories:
<No Active Signatory Selected>
All Files
Signed Files
Unsigned Files
File Name
Signatory
Qualifier
Open the PEDDS client and select the New Project button
Select All
Deselect
Invert
File Count: 0
Ready

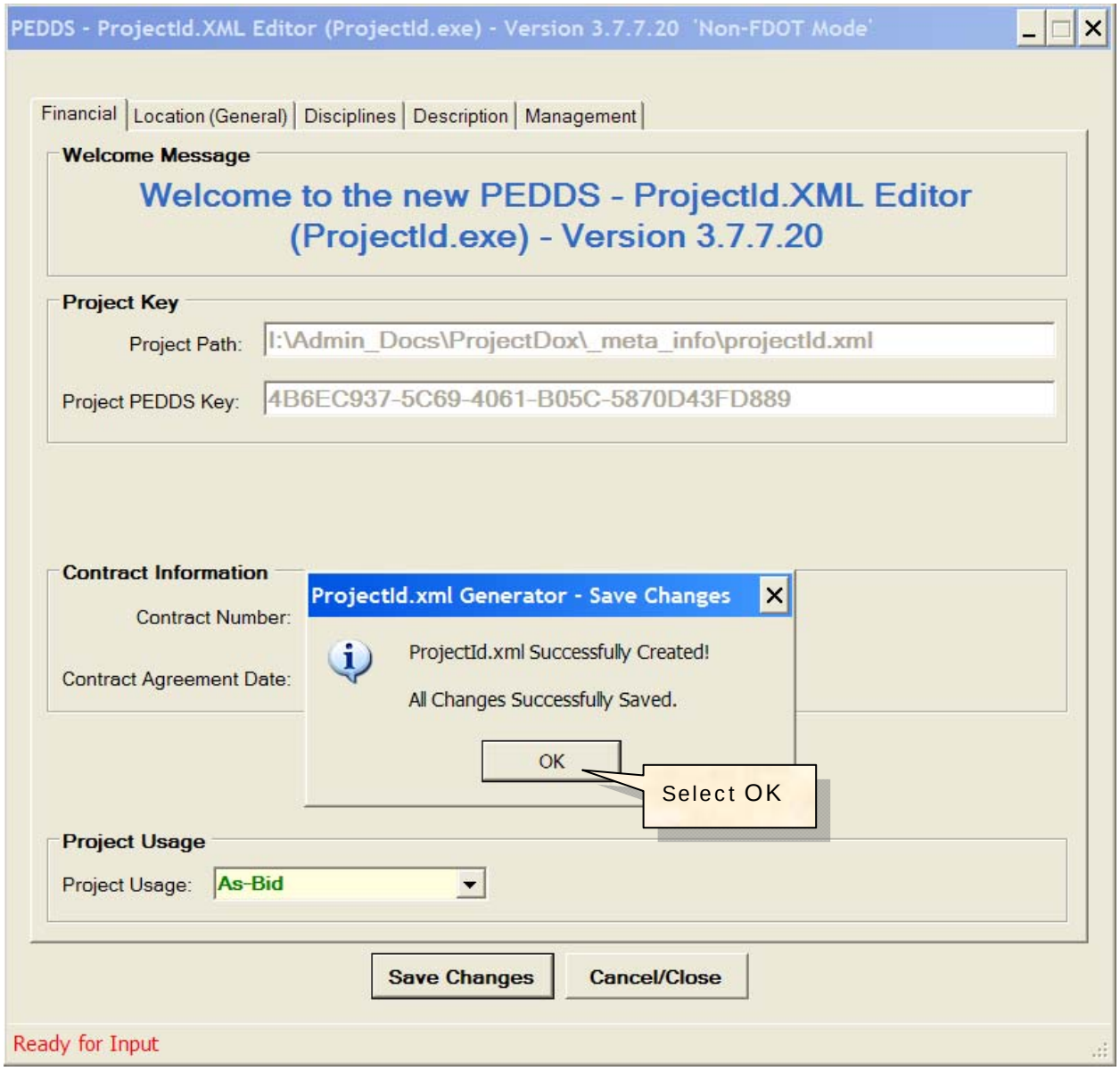

PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File Signatory Reports PEDDS Database Settings Help
No Active Project Loaded
All Folders
Non-Empty Folders
Index(s)
Available Signatories:
<No Active Signatory Selected>
Signatory
Qualifier
Browse to the directory where the project files reside
New Project
Select New Project Directory
Project Directory:
Browse...
OK
Cancel
Select All
Deselect
Invert
File Count: 0
Ready

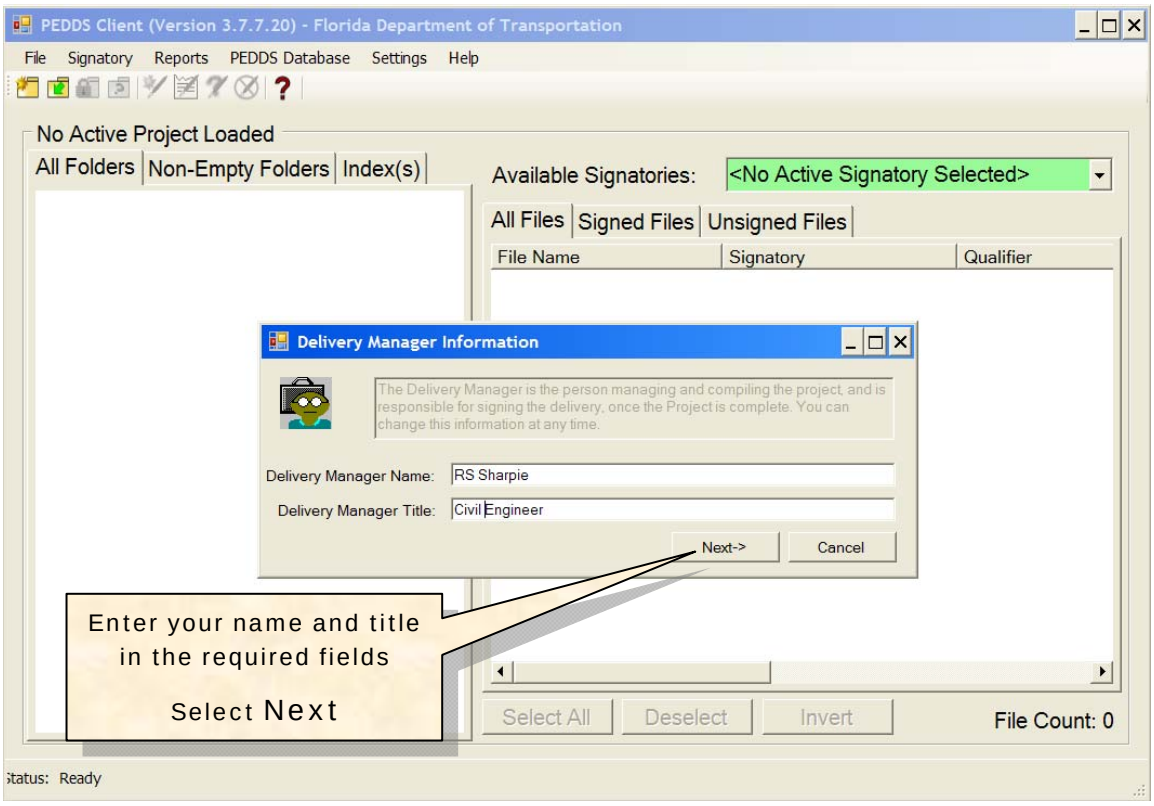

PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File Signatory Reports PEDDS Database Settings Help
No Active Project Loaded
All Folders
New Project
Select New Project Direc
Browse...
Browse For Folder
Please select the project folder you would like to use as the New Project Root and Click Ok:
Phones
Pictometry - EFS Software
Pictometry Images
Policies&Procedures
Price Lists
ProjectDox
ProjectDox eMail Messages
Public Records Requests
Quotes
Records Management
Requests - Software & Hardware
Make New Folder
OK
Cancel
Locate the project's name
Do not click on the subdirectories listed inside the project
Select All
Deselect
Invert
File Count: 0
Status: Ready

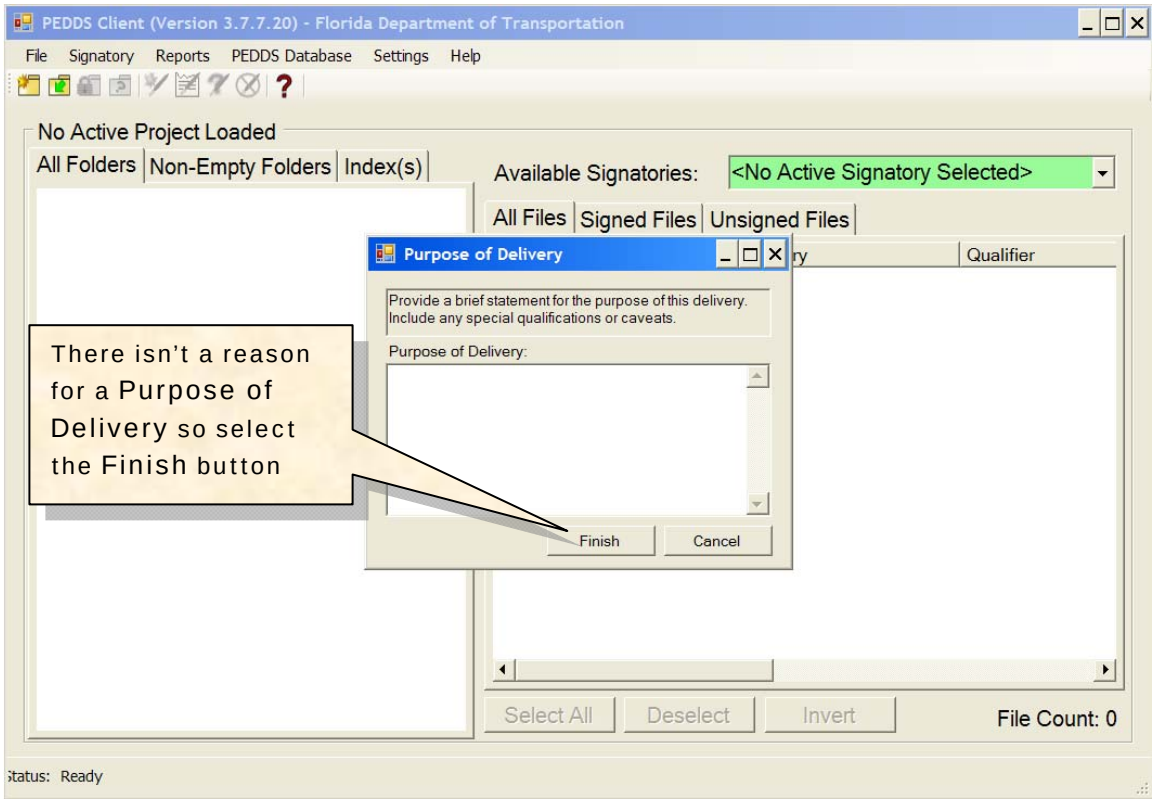

PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File Signatory Reports PEDDS Database Settings Help
No Active Project Loaded
All Folders
New Project
Select New Project Directory
Project Directory:
I:\Admin_Docs\ProjectDox
Browse...
OK
Cancel
The selected project will appear in the New Project window
Press OK
Select All
Deselect
Invert
File Count: 0
Status: Ready

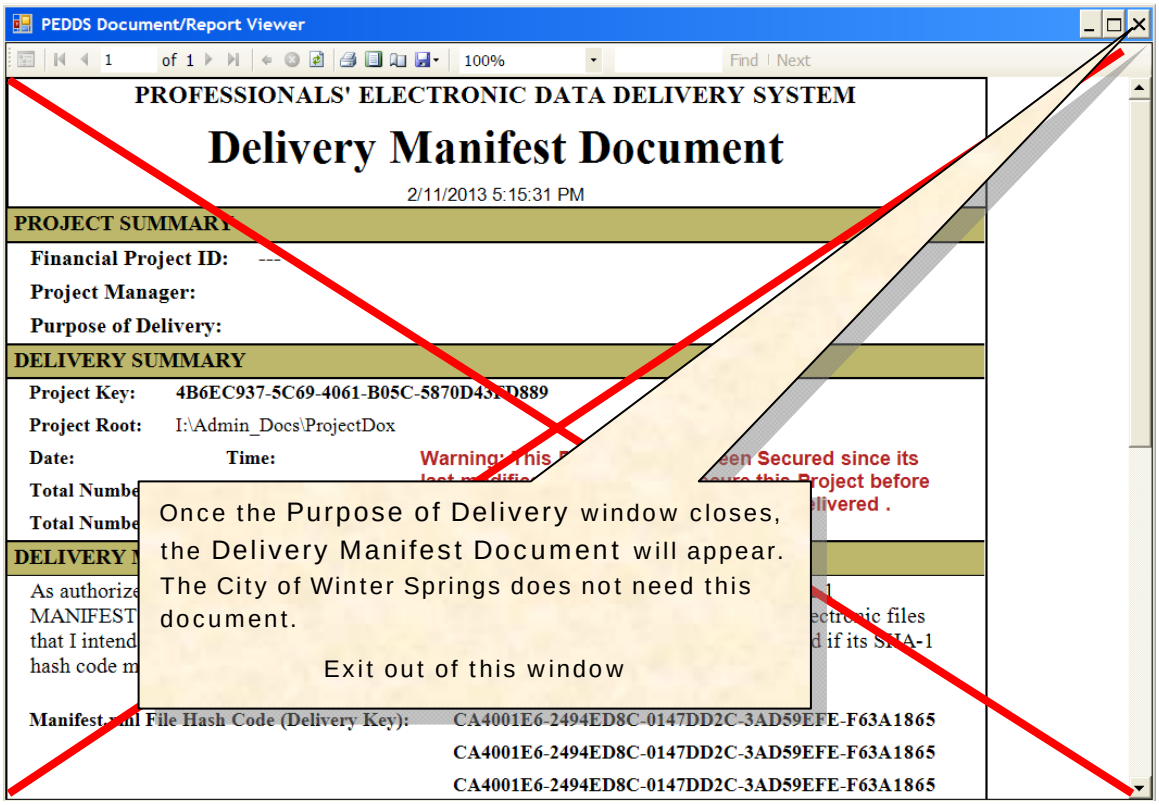

PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File Signatory Reports PEDDS Database Settings Help
No Active Project Loaded
All Folders Non-Empty Folders Index(s)
Available Signatories: <No Active Signatory Selected>
All Files Signed Files Unsigned Files
File Name Signatory Qualifier
PEDDS - Create Project
Warning: You are about to create a new Project.
By default all new projects are FDOT specific projects.
To create a Non-FDOT Generic Project you must click the "Yes" button below.
Would you like to create a Non-FDOT Generic Project?
Yes
No
Press Yes to create a non-FDOT generic project
Select All
Deselect
Invert
File Count: 0
Status: Ready

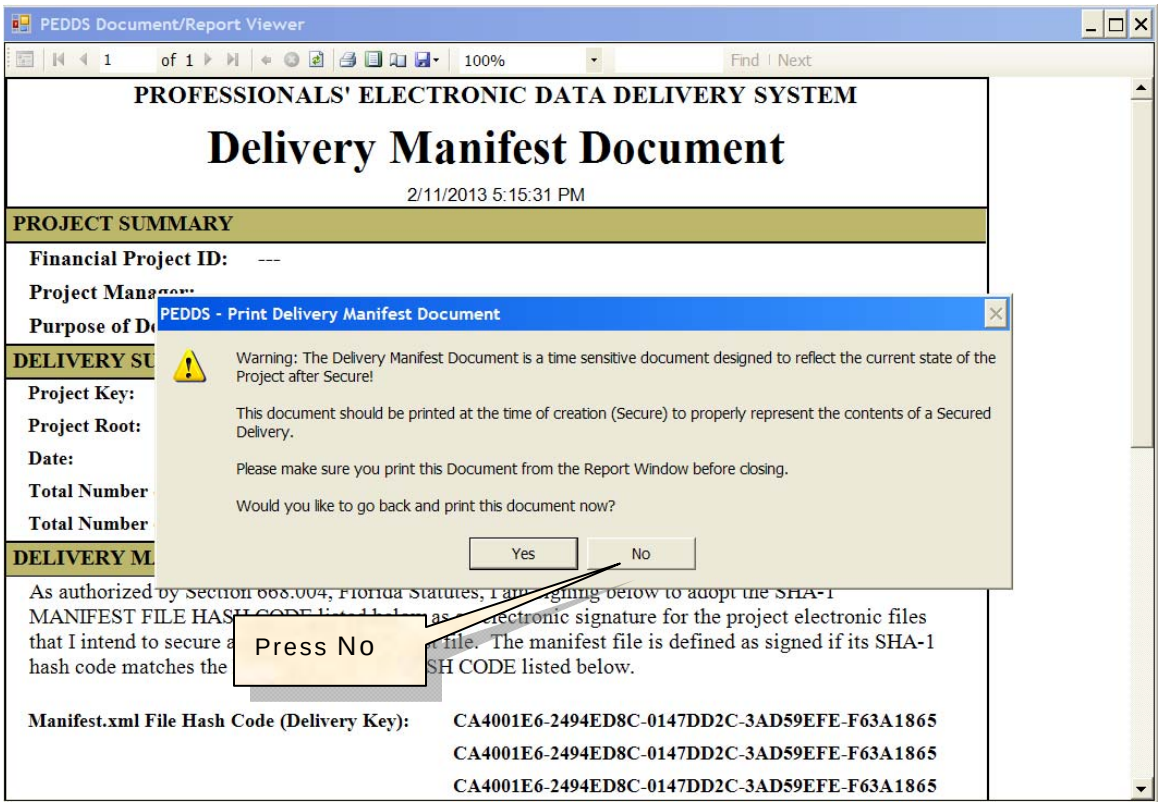

PEDDS - ProjectId.XML Editor (ProjectId.exe) - Version 3.7.7.20 'Non-FDOT Mode'
Financial Location (General) Disciplines Description Management
Welcome Message
Welcome to the new PEDDS - ProjectId.XML Editor (ProjectId.exe) - Version 3.7.7.20
Project Key
Project Path: I:\Admin_Docs\ProjectDox_meta_info\projectId.xml
Project PEDDS Key: 4B6EC937-5C69-4061-B05C-5870D43FD889
Contract Information
Contract Number:
In-House Contract
Contract Agreement Date: Monday , February
The only important part of this window is the ProjectPath and the Project PEDDS Key
Select Save Changes
Project Usage
Project Usage: As-Bid
Save Changes
Cancel/Close
Ready for Input

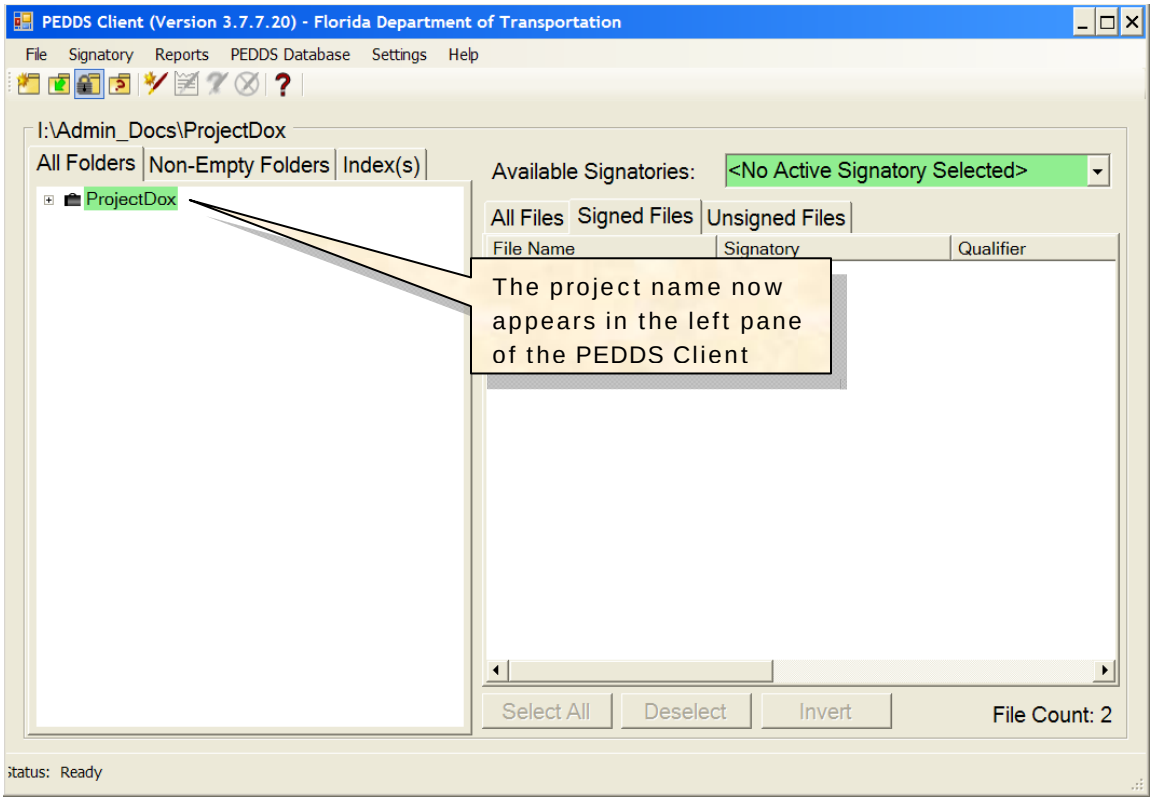

PEDDS - ProjectId.XML Editor (ProjectId.exe) - Version 3.7.7.20 'Non-FDOT Mode'
Financial
Location (General)
Disciplines
Description
Management
Welcome Message
Welcome to the new PEDDS - ProjectId.XML Editor (ProjectId.exe) - Version 3.7.7.20
Project Key
Project Path:
I:\Admin_Docs\ProjectDox_meta_info\projectId.xml
Project PEDDS Key:
4B6EC937-5C69-4061-B05C-5870D43FD889
Contract Information
Contract Number:
Contract Agreement Date:
ProjectId.xml Generator - Save Changes
ProjectId.xml Successfully Created!
All Changes Successfully Saved.
OK
Select OK
Project Usage
Project Usage:
As-Bid
Save Changes
Cancel/Close
Ready for Input

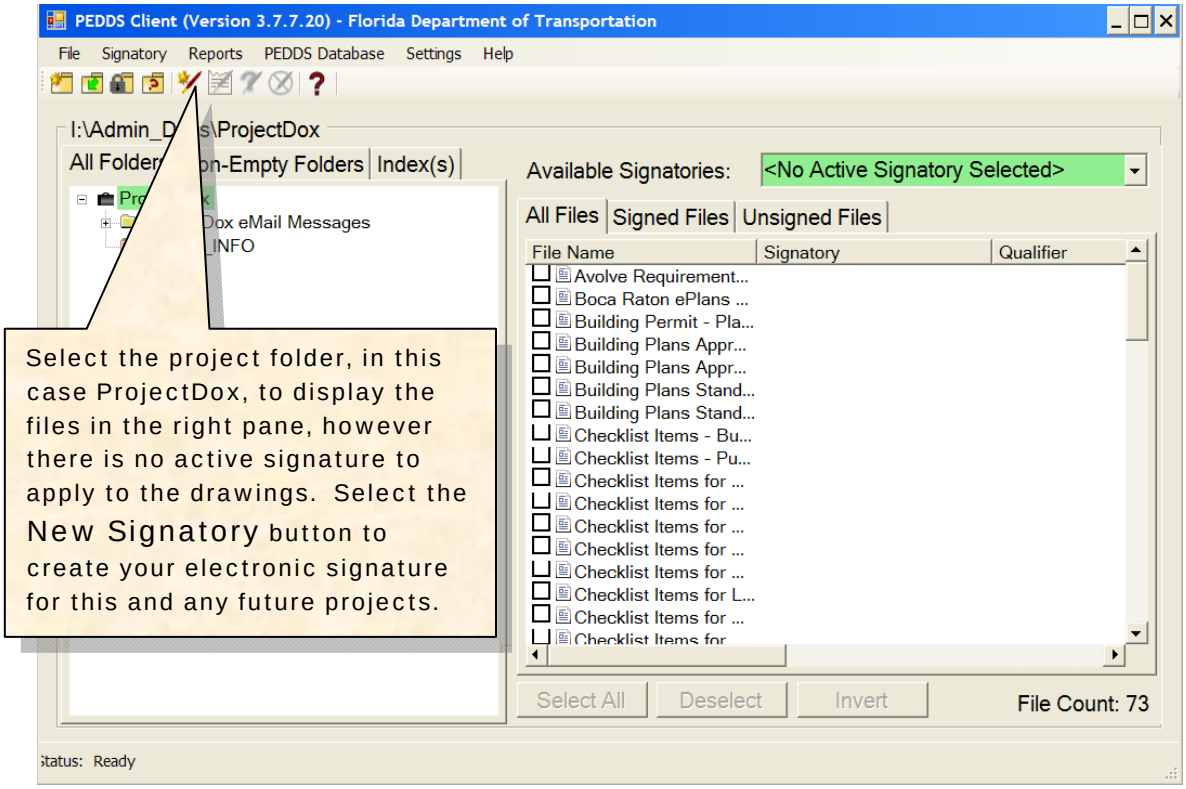

PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File Signatory Reports PEDDS Database Settings Help
No Active Project Loaded
All Folders Non-Empty Folders Index(s)
Available Signatories: <No Active Signatory Selected>
All Files Signed Files Unsigned Files
File Name Signatory Qualifier
Delivery Manager Information
The Delivery Manager is the person managing and compiling the project, and is responsible for signing the delivery, once the Project is complete. You can change this information at any time.
Delivery Manager Name: RS Sharpie
Delivery Manager Title: Civil Engineer
Next-> Cancel
Enter your name and title in the required fields
Select Next
Select All Deselect Invert
File Count: 0
Status: Ready

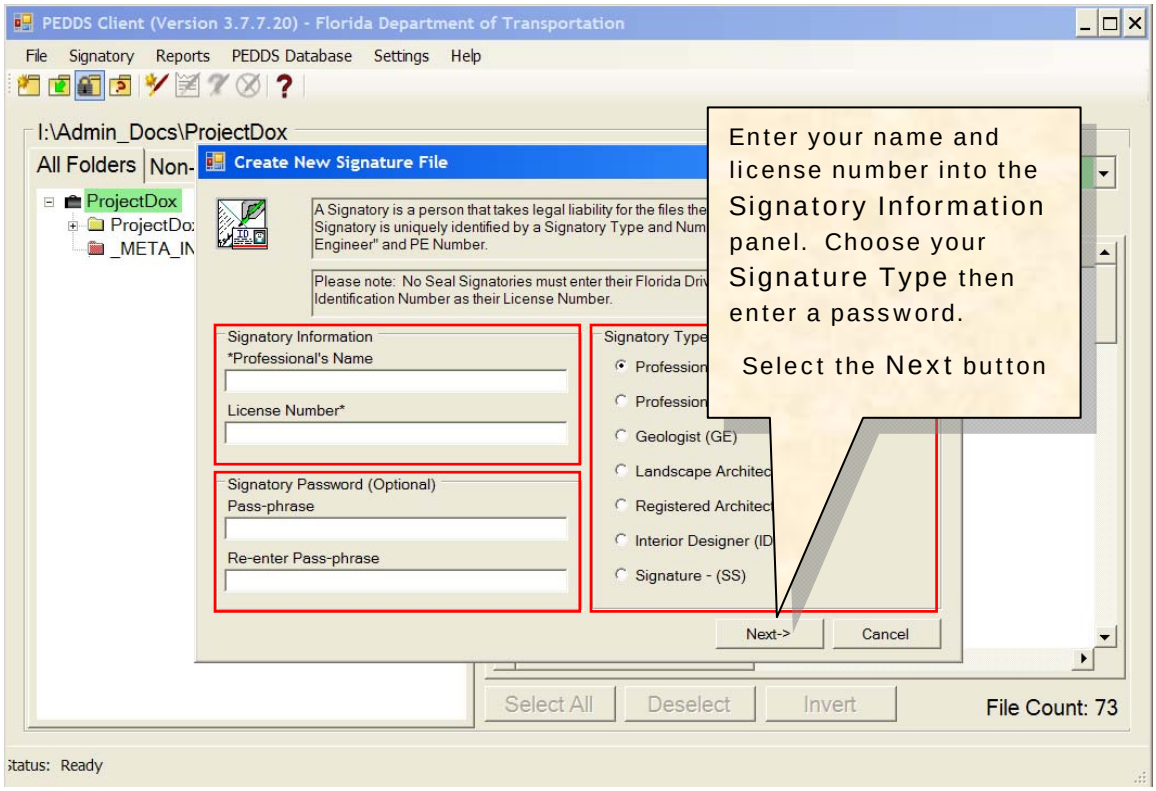

PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File Signatory Reports PEDDS Database Settings Help
No Active Project Loaded
All Folders Non-Empty Folders Index(s)
Available Signatories: <No Active Signatory Selected>
All Files Signed Files Unsigned Files
Qualifier
Purpose of Delivery
Provide a brief statement for the purpose of this delivery. Include any special qualifications or caveats.
Purpose of Delivery:
Finish Cancel
There isn't a reason for a Purpose of Delivery so select the Finish button
Select All Deselect Invert
File Count: 0
Status: Ready

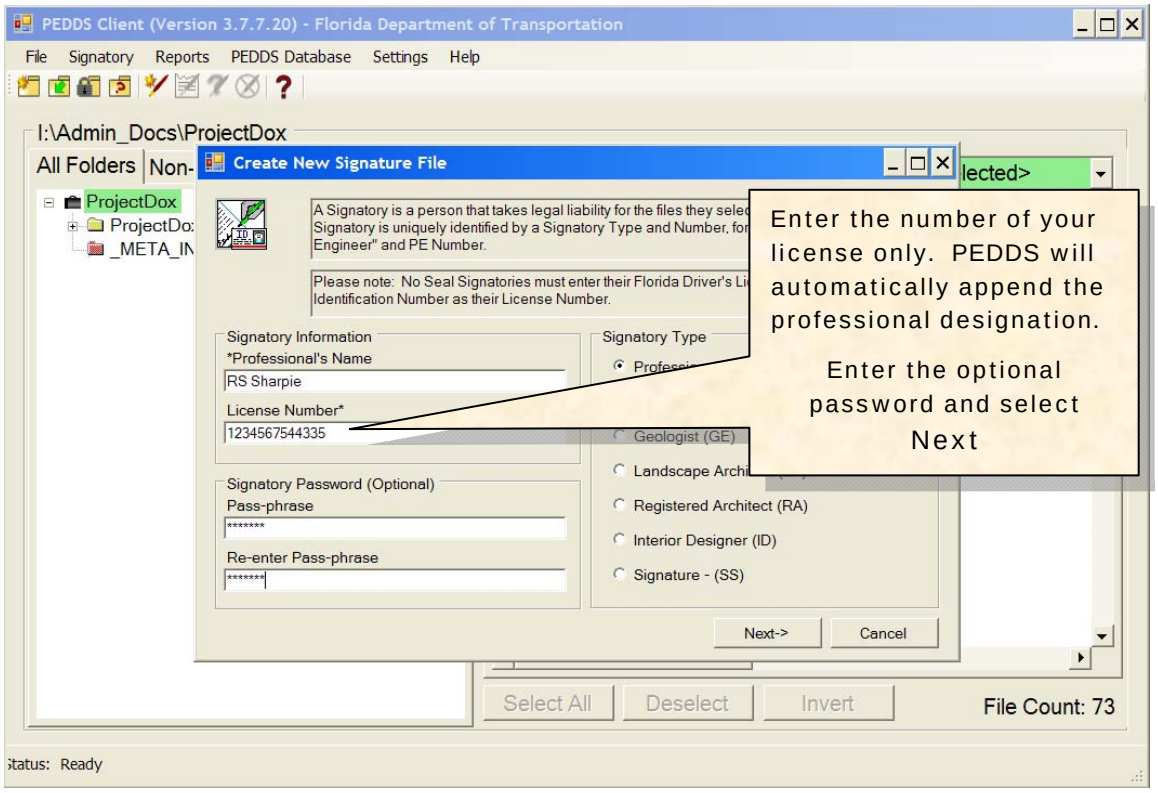

PEDDS Document/Report Viewer
PROFESSIONALS' ELECTRONIC DATA DELIVERY SYSTEM
Delivery Manifest Document
2/11/2013 5:15:31 PM
PROJECT SUMMARY
Financial Project ID: ---
Project Manager:
Purpose of Delivery:
DELIVERY SUMMARY
Project Key: 4B6EC937-5C69-4061-B05C-5870D43
Project Root: I:\Admin_Docs\ProjectDox
Date: Time:
Total Numbe
Total Numbe
DELIVERY
Manifest.xml File Hash Code (Delivery Key): CA4001E6-2494ED8C-0147DD2C-3AD59EFE-F63A1865
CA4001E6-2494ED8C-0147DD2C-3AD59EFE-F63A1865
CA4001E6-2494ED8C-0147DD2C-3AD59EFE-F63A1865
Once the Purpose of Delivery window closes, the Delivery Manifest Document will appear. The City of Winter Springs does not need this document.
Exit out of this window

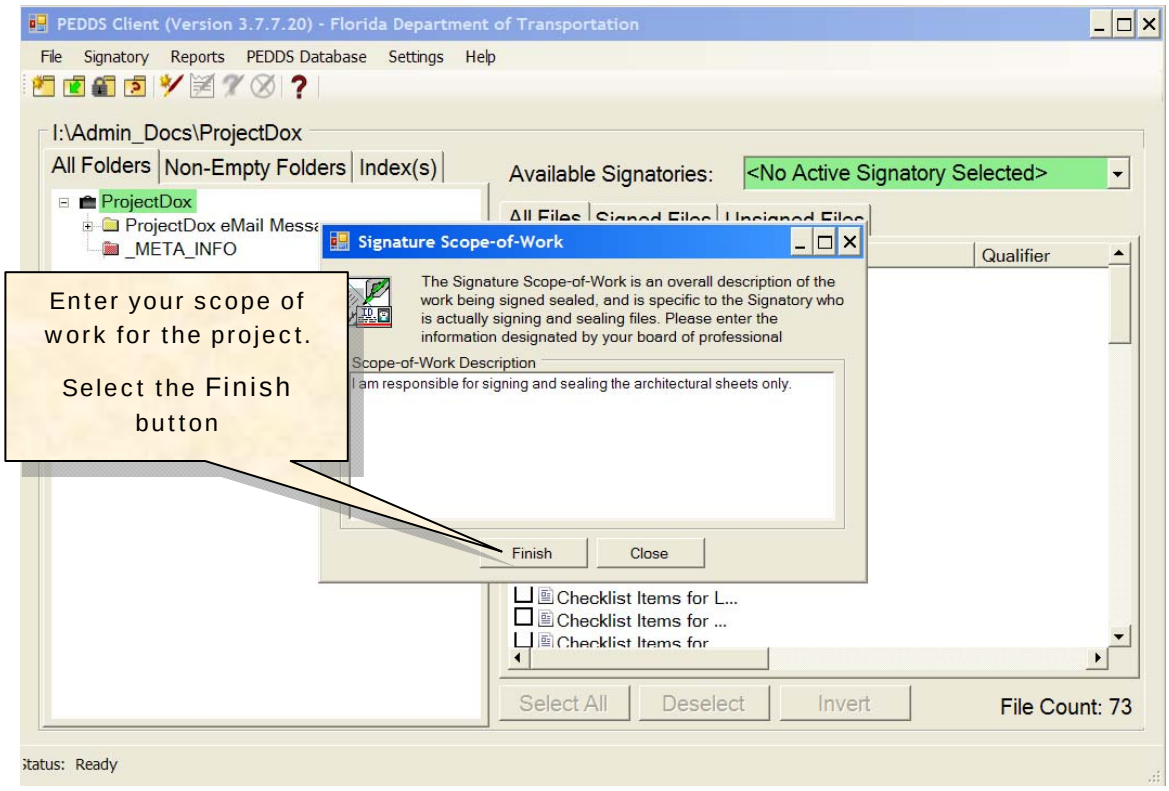

PEDDS Document/Report Viewer
PROFESSIONALS' ELECTRONIC DATA DELIVERY SYSTEM
Delivery Manifest Document
2/11/2013 5:15:31 PM
PROJECT SUMMARY
Financial Project ID: ---
PEDDS - Print Delivery Manifest Document
Warning: The Delivery Manifest Document is a time sensitive document designed to reflect the current state of the Project after Secure!
This document should be printed at the time of creation (Secure) to properly represent the contents of a Secured Delivery.
Please make sure you print this Document from the Report Window before closing.
Would you like to go back and print this document now?
Yes
No
Press No
Manifest.xml File Hash Code (Delivery Key): CA4001E6-2494ED8C-0147DD2C-3AD59EFE-F63A1865
CA4001E6-2494ED8C-0147DD2C-3AD59EFE-F63A1865
CA4001E6-2494ED8C-0147DD2C-3AD59EFE-F63A1865

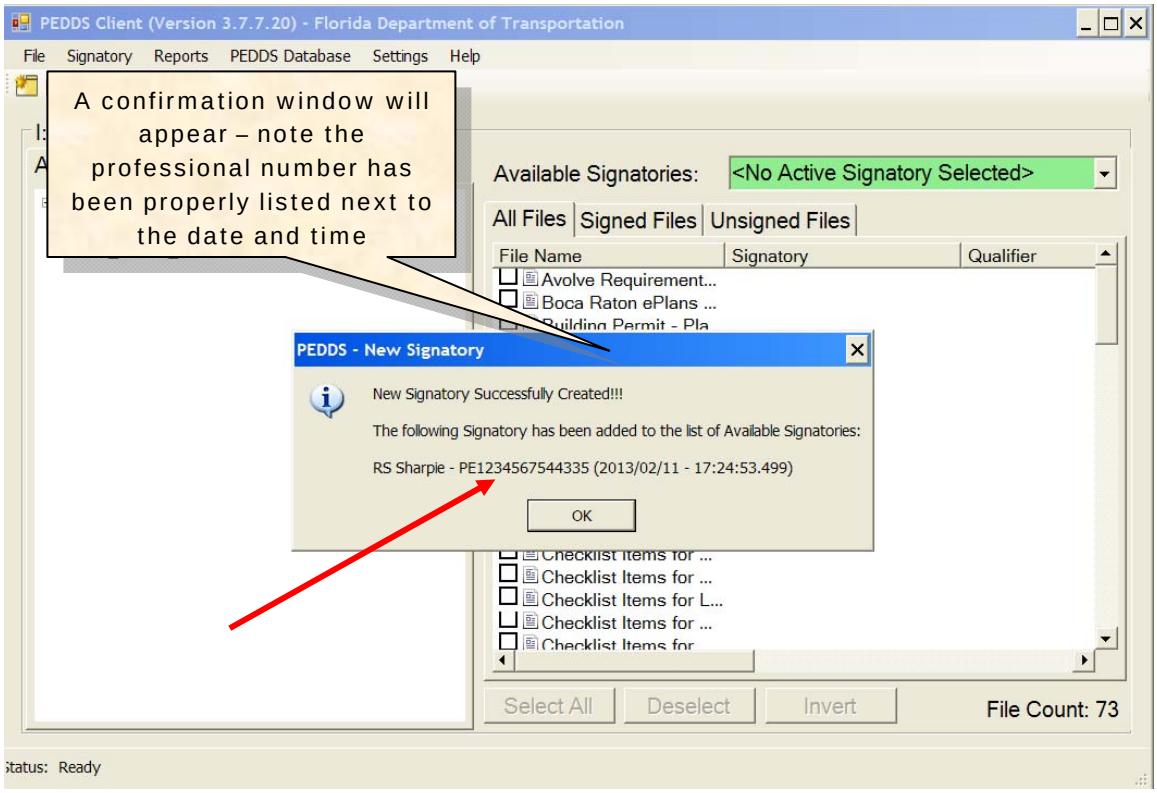

PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File Signatory Reports PEDDS Database Settings Help
I:\Admin_Docs\ProjectDox
All Folders Non-Empty Folders Index(s)
ProjectDox
Available Signatories:
<No Active Signatory Selected>
All Files Signed Files Unsigned Files
File Name Signatory Qualifier
The project name now appears in the left pane of the PEDDS Client
Select All Deselect Invert
File Count: 2
Status: Ready

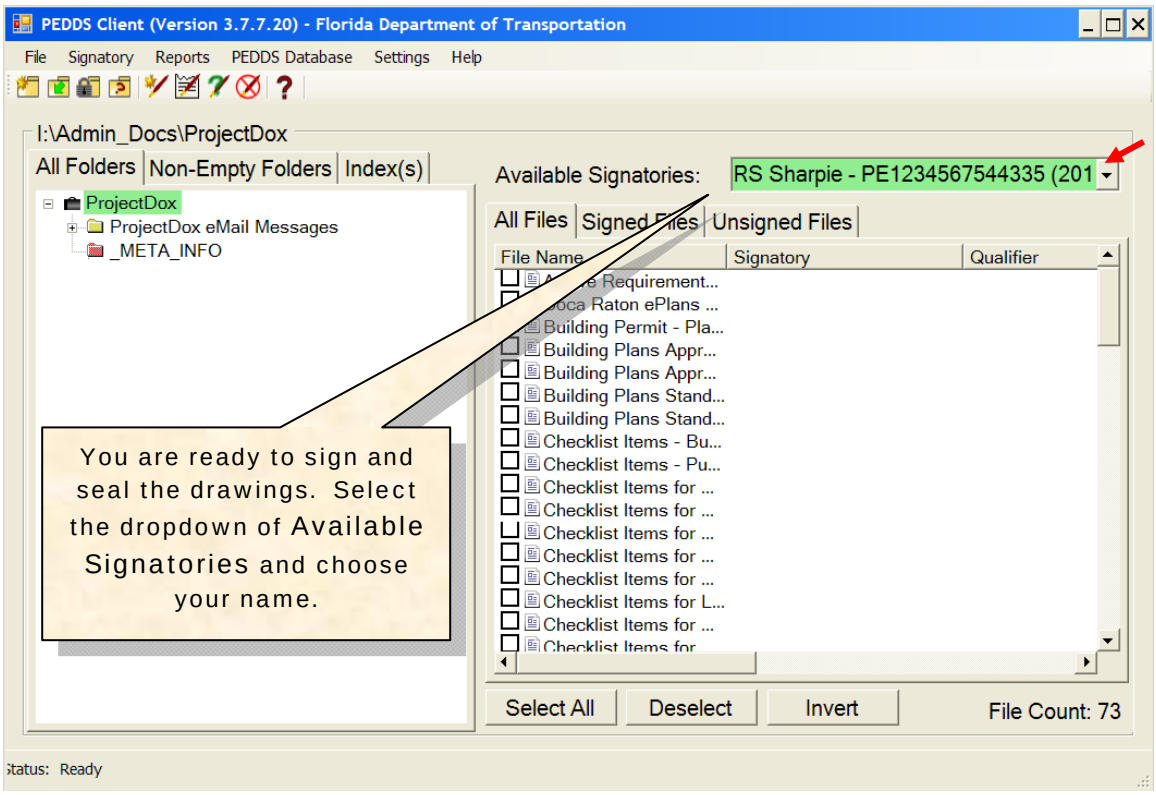

PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File Signatory Reports PEDDS Database Settings Help
Available Signatories:
<No Active Signatory Selected>
All Files Signed Files Unsigned Files
File Name Signatory Qualifier
Avolve Requirement...
Boca Raton ePlans ...
Building Permit - Pla...
Building Plans Appr...
Building Plans Appr...
Building Plans Stand...
Building Plans Stand...
Checklist Items - Bu...
Checklist Items - Pu...
Checklist Items for ...
Checklist Items for ...
Checklist Items for ...
Checklist Items for ...
Checklist Items for ...
Checklist Items for L...
Checklist Items for ...
Select the project folder, in this case ProjectDox, to display the files in the right pane, however there is no active signature to apply to the drawings. Select the New Signatory button to create your electronic signature for this and any future projects.
Select All Deselect Invert
File Count: 73
Status: Ready

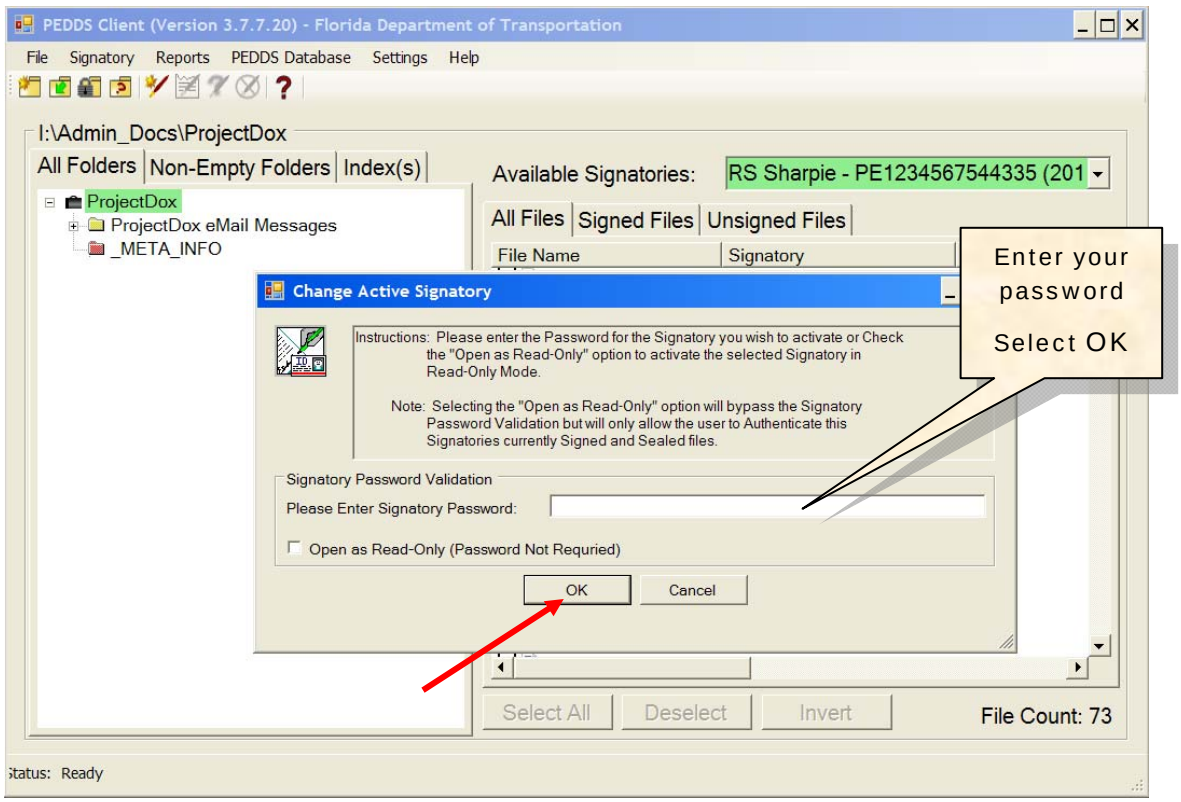

PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File Signatory Reports PEDDS Database Settings Help
I:\Admin_Docs\ProjectDox
All Folders
Create New Signature File
Signatory Information
*Professional's Name
License Number*
Signatory Password (Optional)
Pass-phrase
Re-enter Pass-phrase
Signatory Type
Geologist (GE)
Registered Architec
Interior Designer (ID
Signature - (SS)
Next->
Cancel
Select All
Deselect
Invert
File Count: 73
Status: Ready
Enter your name and license number into the Signatory Information panel. Choose your Signature Type then enter a password.
Select the Next button

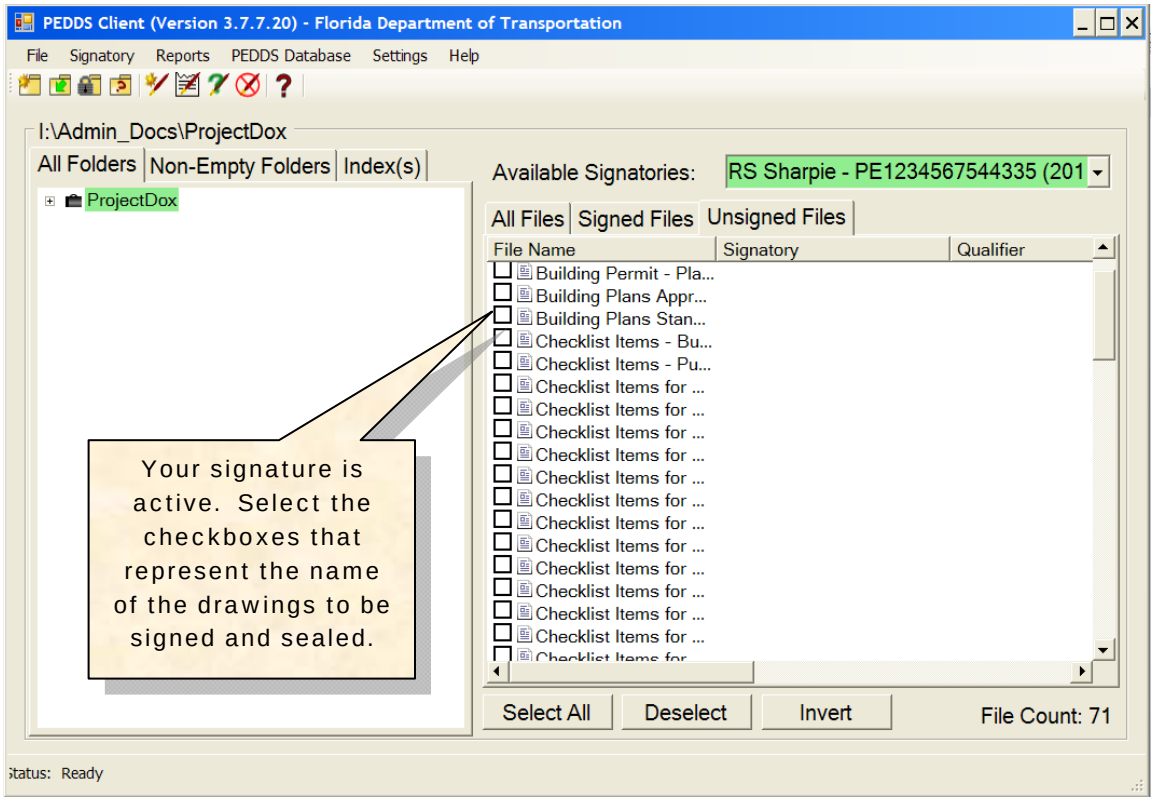

PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File Signatory Reports PEDDS Database Settings Help
I:\Admin_Docs\ProjectDox
All Folders
Create New Signature File
RS Sharpie
1234567544335
Signatory Password (Optional)
Pass-phrase
Re-enter Pass-phrase
Signatory Type
Geologist (GE)
Registered Architect (RA)
Interior Designer (ID)
Signature - (SS)
Next->
Cancel
Select All
Deselect
Invert
File Count: 73
Status: Ready
Enter the number of your license only. PEDDS will automatically append the professional designation.
Enter the optional password and select Next

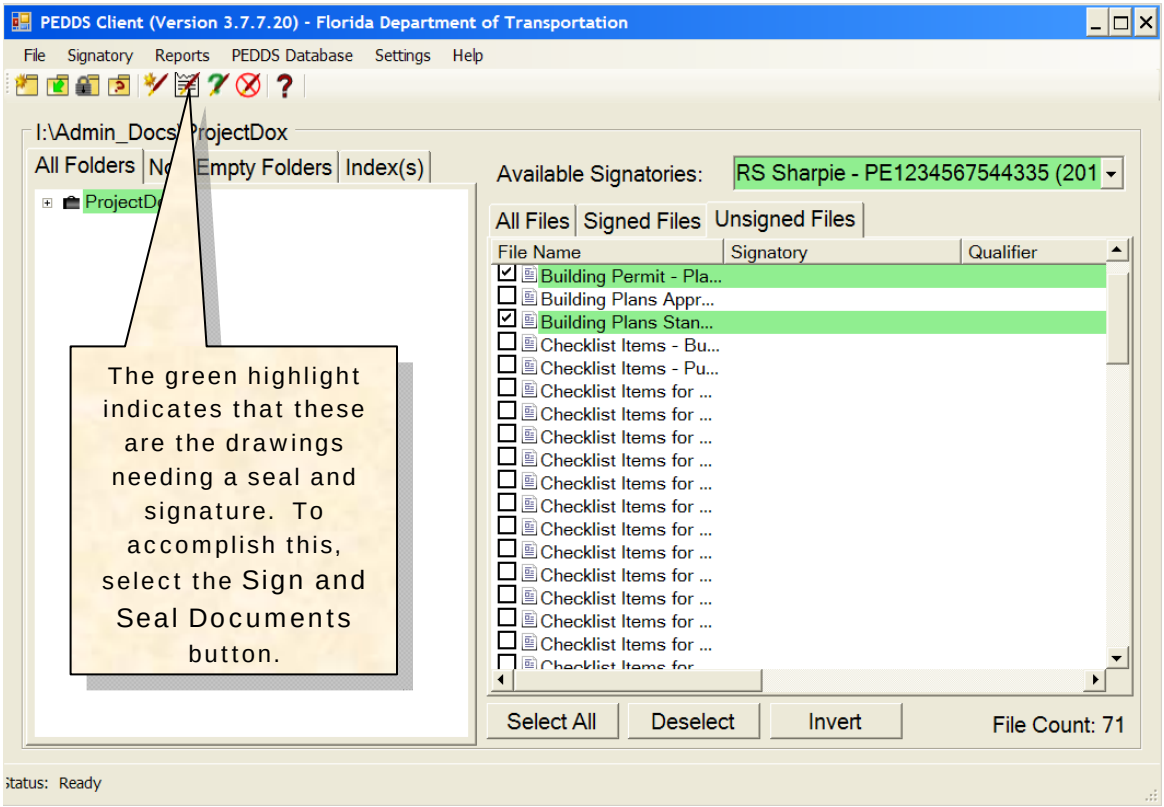

PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File Signatory Reports PEDDS Database Settings Help
I:\Admin_Docs\ProjectDox
All Folders Non-Empty Folders Index(s)
ProjectDox
ProjectDox eMail Messa
_META_INFO
Available Signatories:
<No Active Signatory Selected>
Signature Scope-of-Work
The Signature Scope-of-Work is an overall description of the work being signed sealed, and is specific to the Signatory who is actually signing and sealing files. Please enter the information designated by your board of professional
Scope-of-Work Description
I am responsible for signing and sealing the architectural sheets only.
Finish
Close
Qualifier
Checklist Items for L...
Checklist Items for ...
Select All
Deselect
Invert
File Count: 73
Status: Ready
Enter your scope of work for the project.
Select the Finish button

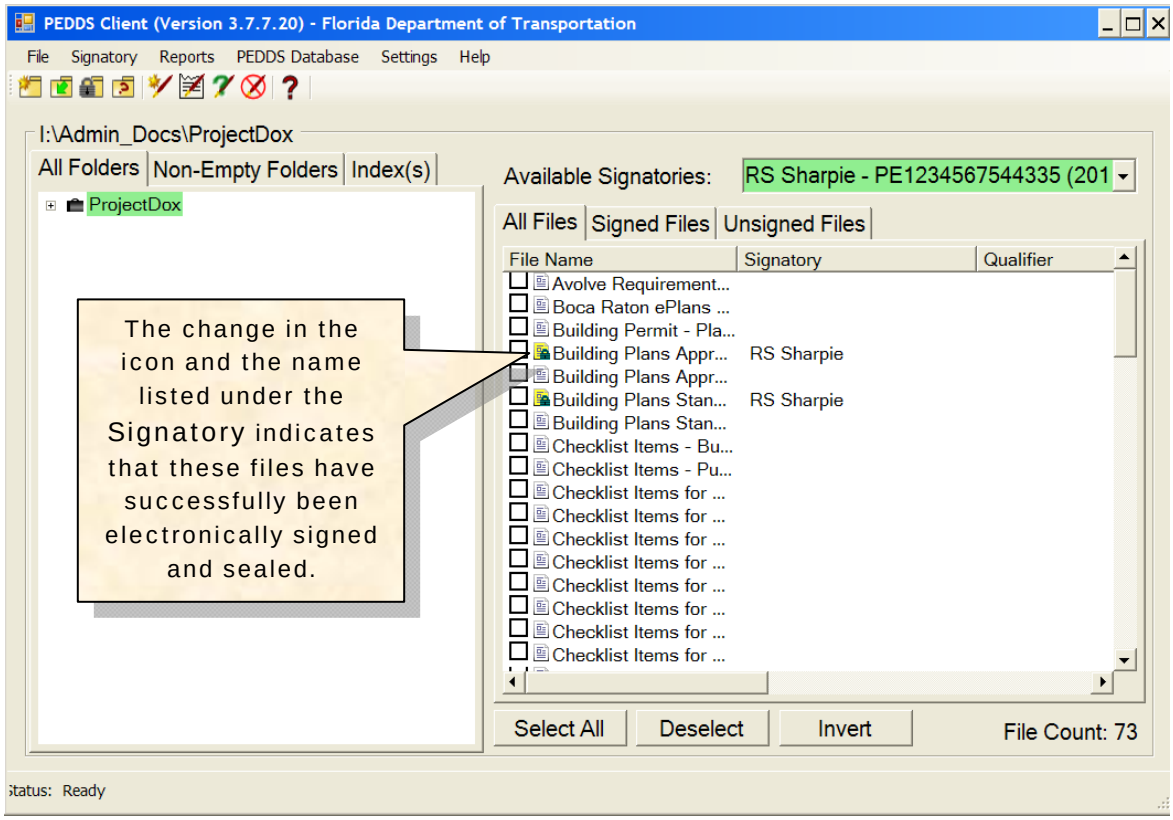

PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File Signatory Reports PEDDS Database Settings Help
A confirmation window will appear – note the professional number has been properly listed next to the date and time
Available Signatories:
<No Active Signatory Selected>
All Files Signed Files Unsigned Files
File Name
Signatory
Qualifier
Avolve Requirement...
Boca Raton ePlans ...
PEDDS - New Signatory
New Signatory Successfully Created!!!
The following Signatory has been added to the list of Available Signatories:
RS Sharpie - PE1234567544335 (2013/02/11 - 17:24:53.499)
OK
Checklist Items for ...
Checklist Items for L...
Select All
Deselect
Invert
File Count: 73
Status: Ready

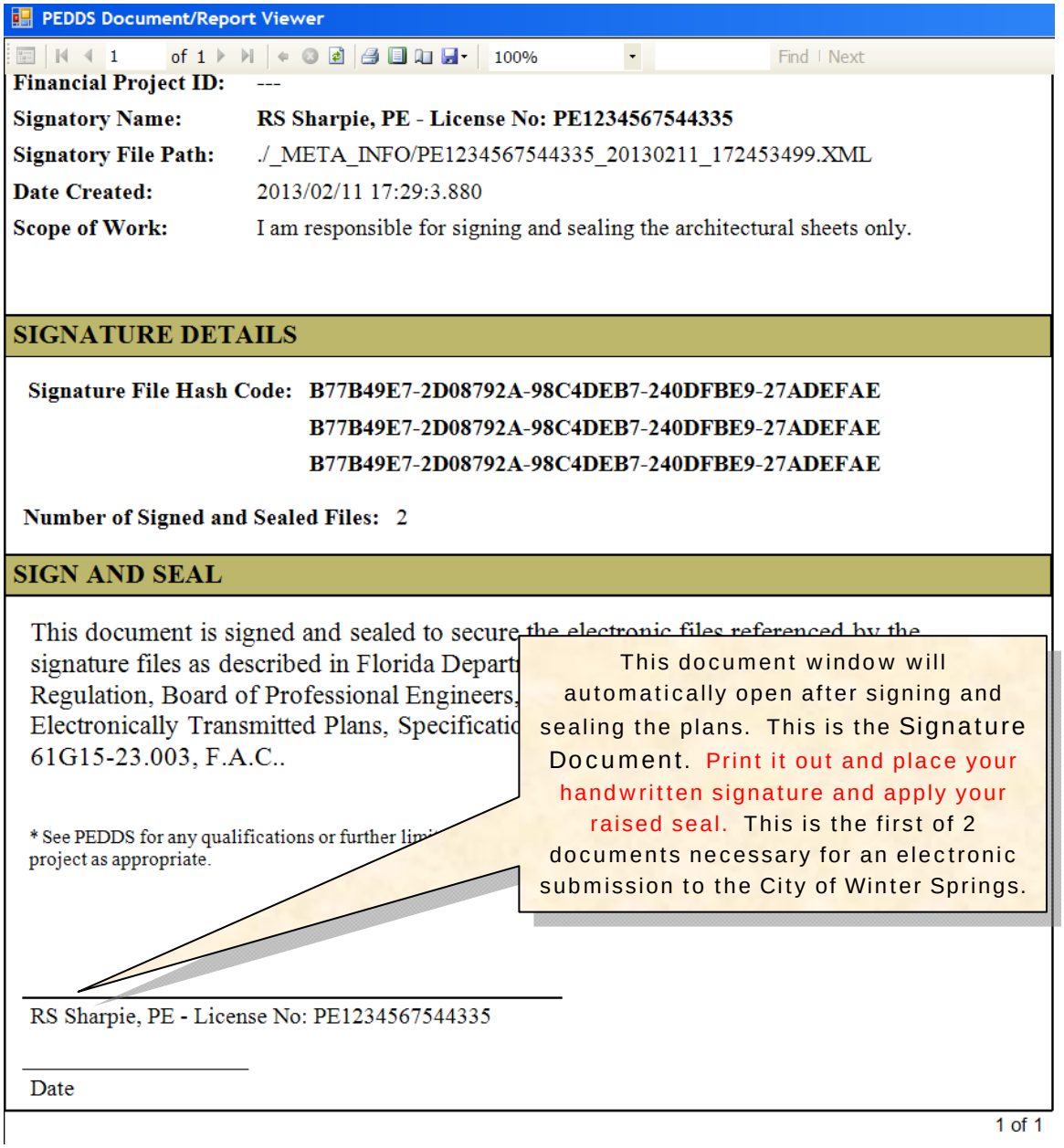

PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File Signatory Reports PEDDS Database Settings Help
I:\Admin_Docs\ProjectDox
All Folders Non-Empty Folders Index(s)
ProjectDox
ProjectDox eMail Messages
_META_INFO
Available Signatories:
RS Sharpie - PE1234567544335 (201
All Files Signed Files Unsigned Files
File Name Signatory Qualifier
Building Permit - Pla...
Building Plans Appr...
Building Plans Appr...
Building Plans Stand...
Building Plans Stand...
Checklist Items - Bu...
Checklist Items - Pu...
Checklist Items for ...
Checklist Items for ...
Checklist Items for ...
Checklist Items for ...
Checklist Items for ...
Checklist Items for L...
Checklist Items for ...
Select All
Deselect
Invert
File Count: 73
Status: Ready
You are ready to sign and seal the drawings. Select the dropdown of Available Signatories and choose your name.

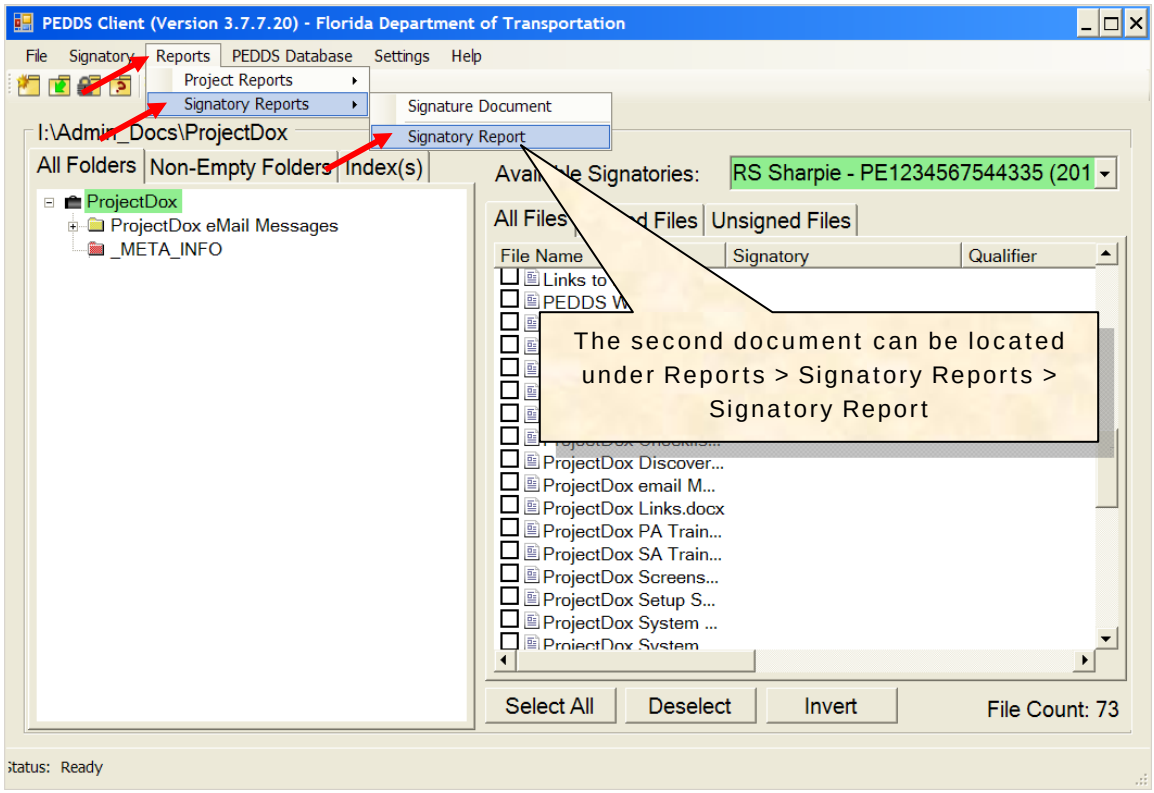

PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File Signatory Reports PEDDS Database Settings Help
I:\Admin_Docs\ProjectDox
All Folders Non-Empty Folders Index(s)
ProjectDox
ProjectDox eMail Messages
_META_INFO
Available Signatories:
RS Sharpie - PE1234567544335 (201
All Files Signed Files Unsigned Files
File Name Signatory
Change Active Signatory
Instructions: Please enter the Password for the Signatory you wish to activate or Check the "Open as Read-Only" option to activate the selected Signatory in Read-Only Mode.
Note: Selecting the "Open as Read-Only" option will bypass the Signatory Password Validation but will only allow the user to Authenticate this Signatories currently Signed and Sealed files.
Signatory Password Validation
Please Enter Signatory Password:
Open as Read-Only (Password Not Requried)
OK
Cancel
Select All
Deselect
Invert
File Count: 73
Status: Ready
Enter your password
Select OK

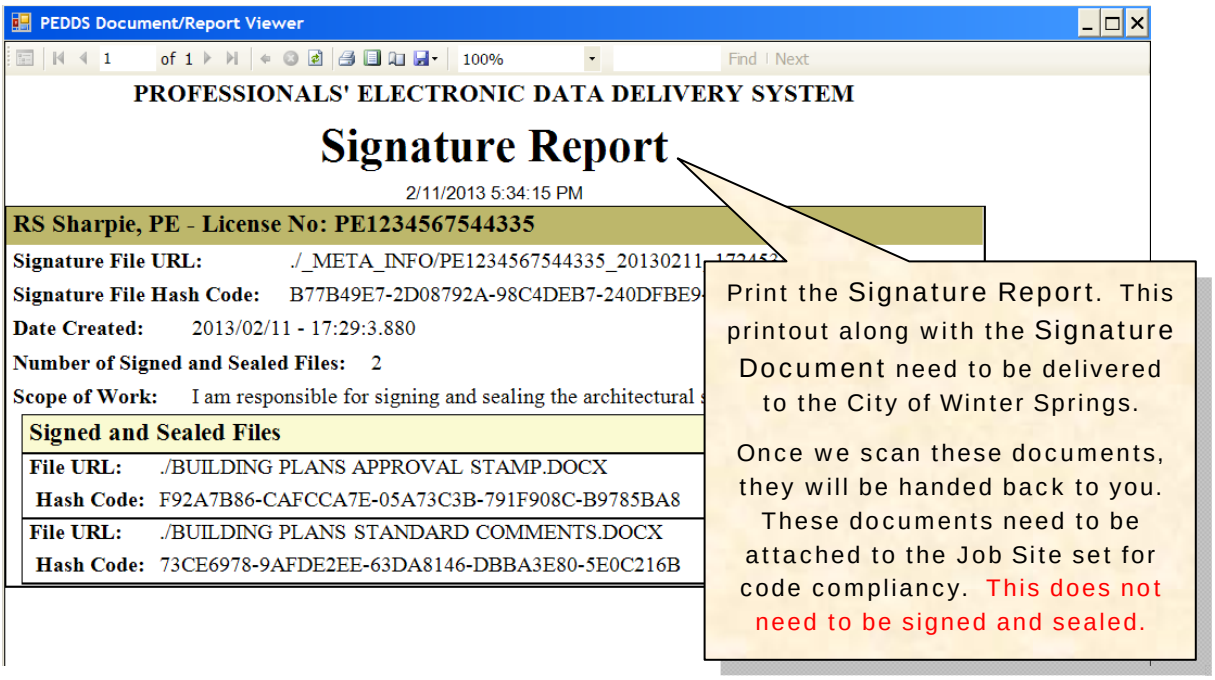

PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File Signatory Reports PEDDS Database Settings Help
I:\Admin_Docs\ProjectDox
All Folders Non-Empty Folders Index(s)
ProjectDox
Available Signatories:
RS Sharpie - PE1234567544335 (201
All Files Signed Files Unsigned Files
File Name Signatory Qualifier
Building Permit - Pla...
Building Plans Appr...
Building Plans Stan...
Checklist Items - Bu...
Checklist Items - Pu...
Checklist Items for ...
Your signature is active. Select the checkboxes that represent the name of the drawings to be signed and sealed.
Select All Deselect Invert
File Count: 71
Status: Ready


PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File Signatory Reports PEDDS Database Settings Help
All Folders Index(s)
Available Signatories:
RS Sharpie - PE1234567544335 (201
All Files Signed Files Unsigned Files
File Name Signatory Qualifier
Building Permit - Pla...
Building Plans Appr...
Building Plans Stan...
Checklist Items - Bu...
Checklist Items - Pu...
Checklist Items for ...
The green highlight indicates that these are the drawings needing a seal and signature. To accomplish this, select the Sign and Seal Documents button.
Select All Deselect Invert
File Count: 71
Status: Ready


PEDDS Client (Version 3.7.7.20) - Florida Department of Transportation
File
Signatory
Reports
PEDDS Database
Settings
Help
I:\Admin_Docs\ProjectDox
All Folders
Non-Empty Folders
Index(s)
ProjectDox
Available Signatories:
RS Sharpie - PE1234567544335 (201
All Files
Signed Files
Unsigned Files
File Name
Signatory
Qualifier
Avolve Requirement...
Boca Raton ePlans ...
Building Permit - Pla...
Building Plans Appr...
RS Sharpie
Building Plans Appr...
Building Plans Stan...
RS Sharpie
Building Plans Stan...
Checklist Items - Bu...
Checklist Items - Pu...
Checklist Items for ...
Checklist Items for ...
Checklist Items for ...
Checklist Items for ...
Checklist Items for ...
Checklist Items for ...
Checklist Items for ...
Checklist Items for ...
Select All
Deselect
Invert
File Count: 73
tatus: Ready
The change in the icon and the name listed under the Signatory indicates that these files have successfully been electronically signed and sealed.


PEDDS Document/Report Viewer
1 of 1
100%
Find | Next
Financial Project ID: ---
Signatory Name: RS Sharpie, PE - License No: PE1234567544335
Signatory File Path: ./_META_INFO/PE1234567544335_20130211_172453499.XML
Date Created: 2013/02/11 17:29:3.880
Scope of Work: I am responsible for signing and sealing the architectural sheets only.
SIGNATURE DETAILS
Signature File Hash Code: B77B49E7-2D08792A-98C4DEB7-240DFBE9-27ADEFAE
B77B49E7-2D08792A-98C4DEB7-240DFBE9-27ADEFAE
B77B49E7-2D08792A-98C4DEB7-240DFBE9-27ADEFAE
Number of Signed and Sealed Files: 2
SIGN AND SEAL
This document is signed and sealed to secure the electronic files referenced by the
signature files as described in Florida Depart
Regulation, Board of Professional Engineers,
Electronically Transmitted Plans, Specificatio
61G15-23.003, F.A.C..
* See PEDDS for any qualifications or further lim
project as appropriate.
RS Sharpie, PE - License No: PE1234567544335
Date
1 of 1
This document window will automatically open after signing and sealing the plans. This is the Signature Document. Print it out and place your handwritten signature and apply your raised seal. This is the first of 2 documents necessary for an electronic submission to the City of Winter Springs.




PEDDS Document/Report Viewer
PROFESSIONALS' ELECTRONIC DATA DELIVERY SYSTEM
Signature Report
2/11/2013 5:34:15 PM
RS Sharpie, PE - License No: PE1234567544335
Signature File URL: ./_META_INFO/PE1234567544335_20130211
Signature File Hash Code: B77B49E7-2D08792A-98C4DEB7-240DFBE9
Date Created: 2013/02/11 - 17:29:3.880
Number of Signed and Sealed Files: 2
Scope of Work: I am responsible for signing and sealing the architectural
Signed and Sealed Files
File URL: ./BUILDING PLANS APPROVAL STAMP.DOCX
Hash Code: F92A7B86-CAFCCA7E-05A73C3B-791F908C-B9785BA8
File URL: ./BUILDING PLANS STANDARD COMMENTS.DOCX
Hash Code: 73CE6978-9AFDE2EE-63DA8146-DBBA3E80-5E0C216B
Print the Signature Report. This printout along with the Signature Document need to be delivered to the City of Winter Springs.
Once we scan these documents, they will be handed back to you. These documents need to be attached to the Job Site set for code compliancy. This does not need to be signed and sealed.

Folder Structure

- Upload all documentation (any non-drawing files, truss calculations, geotechnical reports, etc.) into the "Documents" folder for each project.
- Upload all drawings to the "Drawings" folder for each project.
    - Upload the Site layout for building plans into the drawings folder.

Graphic Scale

- DWF and PDF plan pages should be properly oriented in landscape mode for expedited review.
- Each sheet must have a typical graphic scale.
- When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.
- All plans must be drawn to scale.

Markup Name and Color Standards

- Standard markup names and colors will be used for each reviewing department for easy identification. A markup can have one or more "changemarks." Changemarks are created to quickly identify a markup and associated comments.
- Corrected files should always be re-submitted with the **SAME FILE NAME** as the original submittal.

MARKUP NAME	MARKUP COLOR
Electrical	Tan
Building	Light Blue
Seminole County Fire	Red
Current Planning	Purple
Mechanical	Magenta
Plumbing	Dark Blue
Long Range Planning	Orange
Engineering – Public Works	Dark Green
General – Public Works	Bright Green
Stormwater – Public Works	Light Green
Parks and Rec	Bright Blue
Utilities	Brown
Urban Beautification	Turquoise
City Attorney	Yellow
City Commission	Yellow
Police	Yellow

Login to City of Winter Springs ePLANS

ePlans Review Invitation

When your application is processed and input into the permitting system, an ePlans Review invitation will be sent to your e-mail address. The e-mail will contain your login information and information about your project, including a link to the project. The site address for the City of Winter Springs ePlans ProjectDox system is **eplans.winterspringsfl.org**.

Applicant Plans Review Invitation

Hello JAMES:

Welcome to the City of Winter Springs ePlans (ProjectDox) system. This project invitation has been sent to you in response to your permit application request. A project has been created to allow you to electronically upload your drawings and supporting documents for plans review. To access your new project, follow the instructions below:

** Please be sure to upload all your drawings and documents in the same session as the review process will start briefly after your initial upload. The upload must complete within180 days of this notice ([Project.Date]) to prevent your application from expiring

1. Click the Project Access link below
2. Enter your User Login and Password
3, Click on the Project link on the "My Projects" page
4. Click on the "Drawings" to upload your main project drawings or "Documents" folder to upload any supporting documents
5. Click the "Upload Files" button and follow the instructions to upload your drawings and/or documents
6. Your permit application has now been submitted for review

The City of Winter Springs will accept the following file types:
Drawings: .DWF, .PDF
Supporting Documents:
.PDF, .DOC, .DOCX, .PPT, .PPTX, .TIF, .TIFF

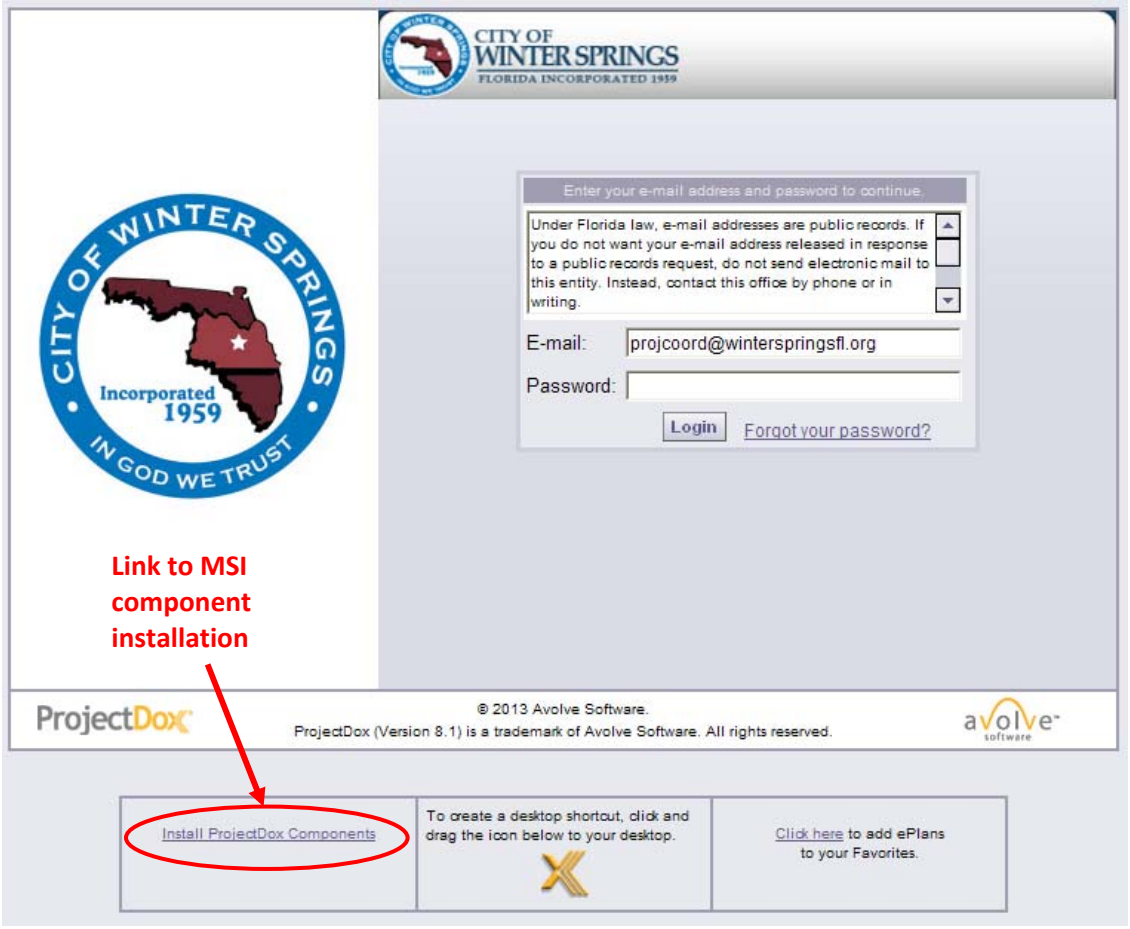
Project:	**The Landings on Lake Jessup**
Description:	**For Testing Only**
Task:	**ApplicantUpload**
Assigned by:	**PROJECT COORDINATOR**

Project Access | Login to ePlans

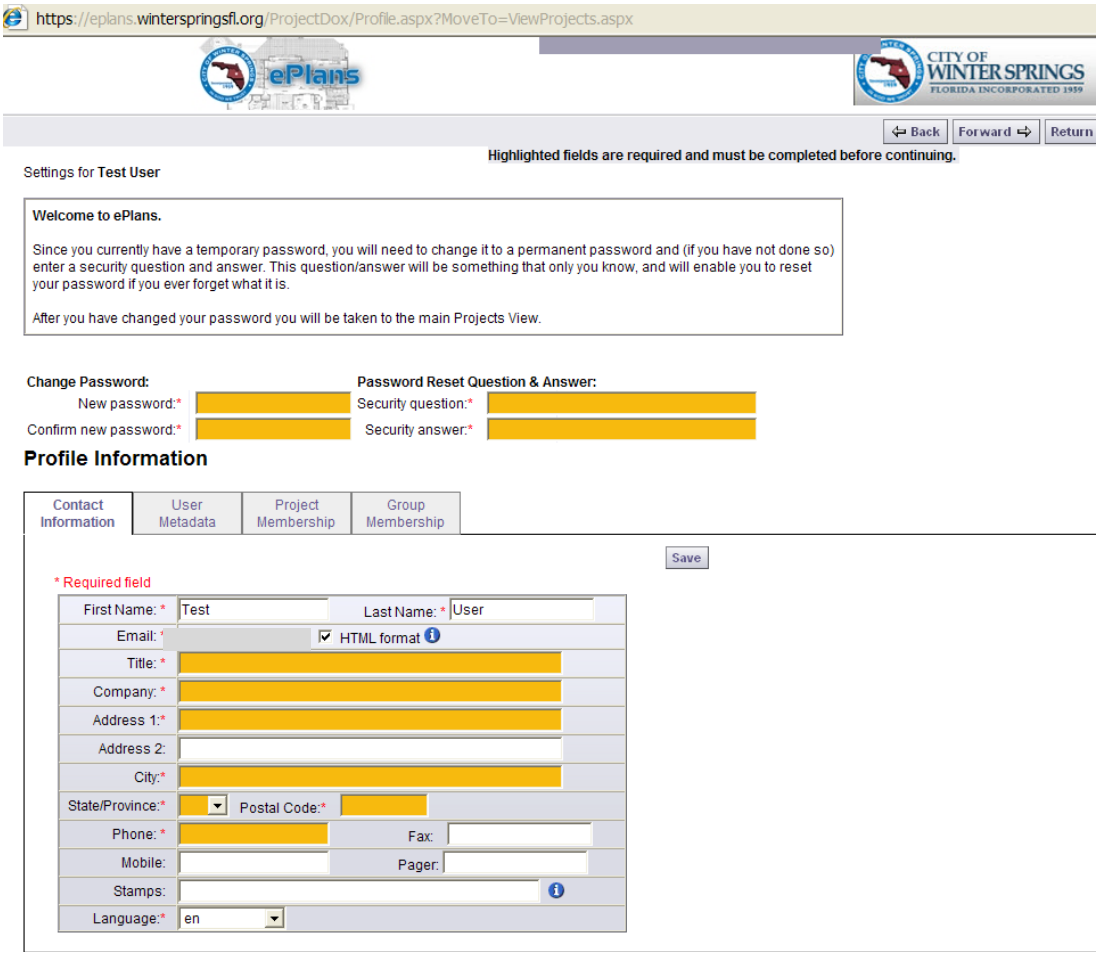
If you have any questions regarding this submission, please contact the Project Coordinator.
Please do not reply to this email.

New Users

1. You must use Internet Explorer v6.0 or higher to access ProjectDox
2. Prior to logging into the ePlans (ProjectDox) application, the following actions must be completed:
   - If your computer has pop-up blockers installed, you will need to disable pop-up blocking for the ProjectDox web address (eplans.winterspringsfl.org). The indicator that this has not been done will occur when you type in your login and password, then hit the Login button and the page immediately disappears. It is not uncommon to have more than one pop-up blocker installed (Internet Explorer, Google Task Bar, etc.) Once the ProjectDox site is allowed, you will be able to use the application.
   - The login page has a MSI (Microsoft Silent Install) component required to install all the necessary ProjectDox ActiveX controls. This installation will only need to be done once; if you utilize a different computer, it will require another installation for each unique computer. The link to the component install is shown below. (Please contact the City's Information Systems Department if you are running Windows 8, Windows 7, or Vista on your computer.)
   - The login page also provides a shortcut that you can drag and drop onto your desktop as well as a link to save the ProjectDox web address to your favorites.
3. To sign in, enter your e-mail address and temporary password (first time use) and click the Login button, as shown below:

4. 
CITY OF WINTER SPRINGS
FLORIDA INCORPORATED 1959
Enter your e-mail address and password to continue.
Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.
E-mail: projcoord@winterspringsfl.org
Password:
Login
Forgot your password?
CITY OF WINTER SPRINGS
Incorporated 1959
IN GOD WE TRUST
Link to MSI component installation
ProjectDox
© 2013 Avolve Software.
ProjectDox (Version 8.1) is a trademark of Avolve Software. All rights reserved.
avolve software
Install ProjectDox Components
To create a desktop shortcut, click and drag the icon below to your desktop.
Click here to add ePlans to your Favorites.

5. Enter your new password and reconfirm the new password, personal account information. Yellow highlighted fields are required but a full Profile record is ideal, then click the Save button in the middle of the screen. Remember passwords are case sensitive and must be 8 to 10 characters is length with at least one number and no special characters. This Profile Information is accessible at anytime by selecting the "Profile" button at the top of the Home page.



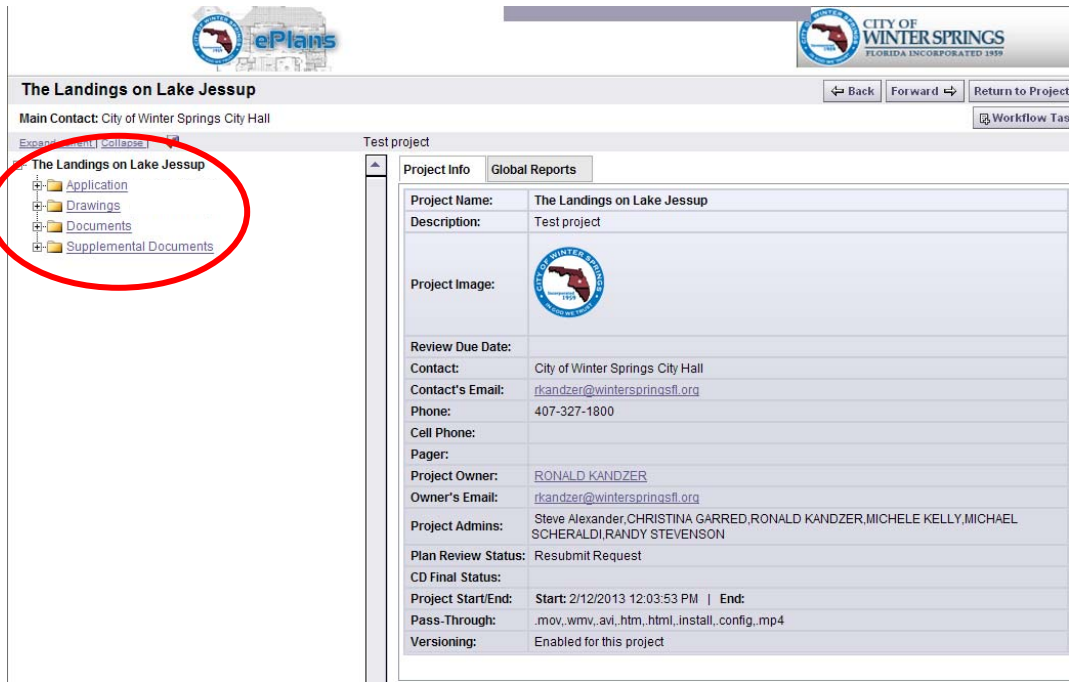
Existing Users

If you are a returning user, login to ePlans Review with your full e-mail address and password. If you have forgotten your password, click on the "Forgot Password" button to have a new temporary password e-mailed to you. This will work only if you have logged in once and added a security question and answer.

Uploading Files

1. When you have successfully logged into ePlans (ProjectDox), the projects screen will display. Any projects for which you have access will display in the list. Any outstanding tasks that require your action are displayed in the Task List area below the project list. Select the specific project that corresponds to the plans you will be uploading. The projects are listed in order by Project number, but can be sorted by clicking on any header field name.

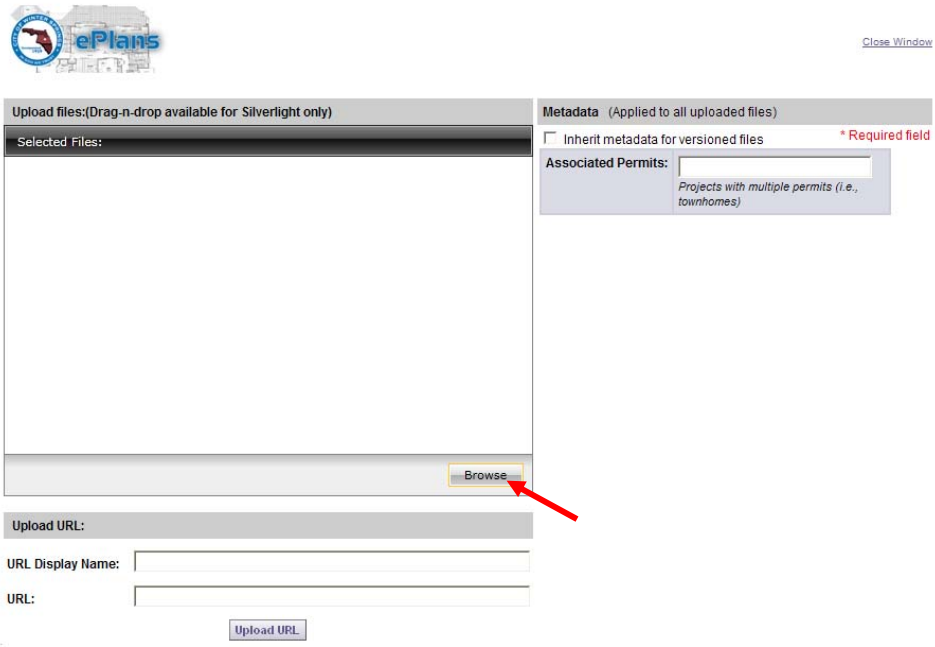
2. Click on your permit/project, and then click the “Application” folder, to upload your application, the “Drawings” folder to upload your plan drawings, the “Documents” folder to upload supporting project documents, or the “Supplemental Documents” folder to upload any additional documents as appropriate.



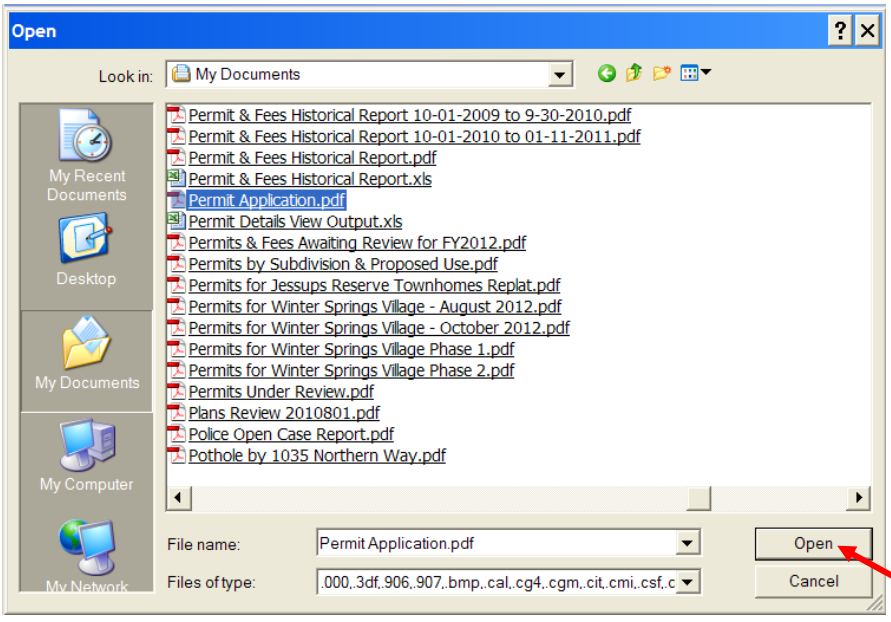
3. Upon entering a folder, two buttons display, *View Folders and Upload Files.*

ePlans
The Landings on Lake Jessup
Main Contact: City of Winter Springs City Hall
Folder: The Landings on Lake Jessup\Documents
Test project
No files currently exist in Documents.
To upload files into this folder
(1) Click the Upload button below
(2) Follow the instructions in the ActiveX pop-up window
Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.
View Folders
Upload Files
Project Info
Global
Project Name:
Description:
Project Image:
Review Due Date:
Contact:
Contact's Email:

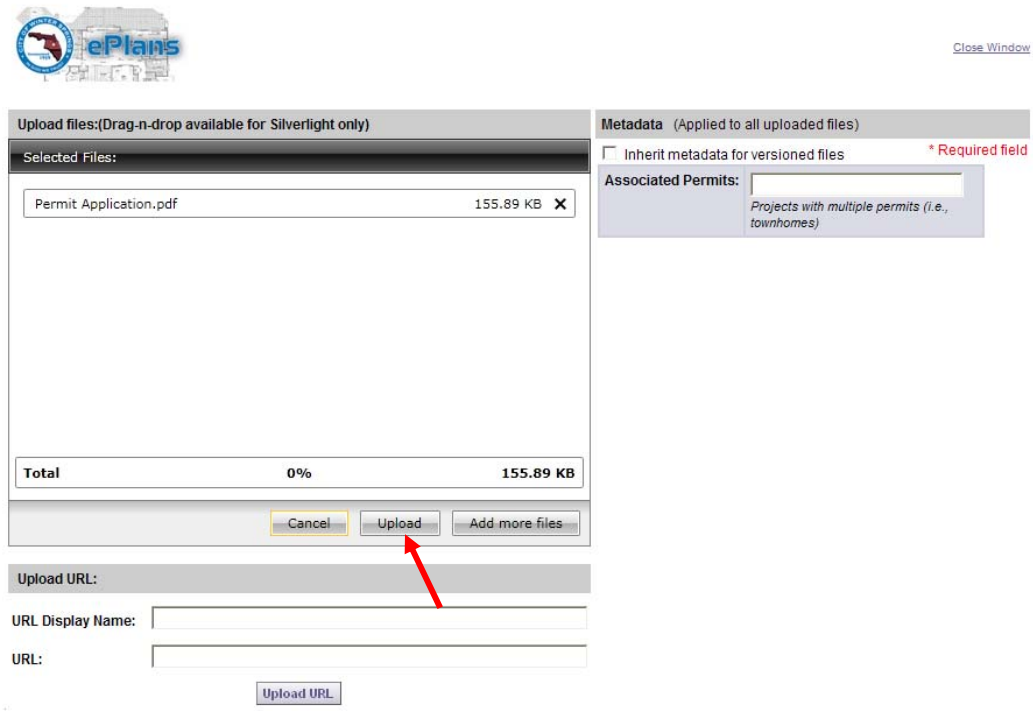
4. Click the “Upload Files” button. Select Files for uploading by clicking the “Browse” button to locate the desired files.



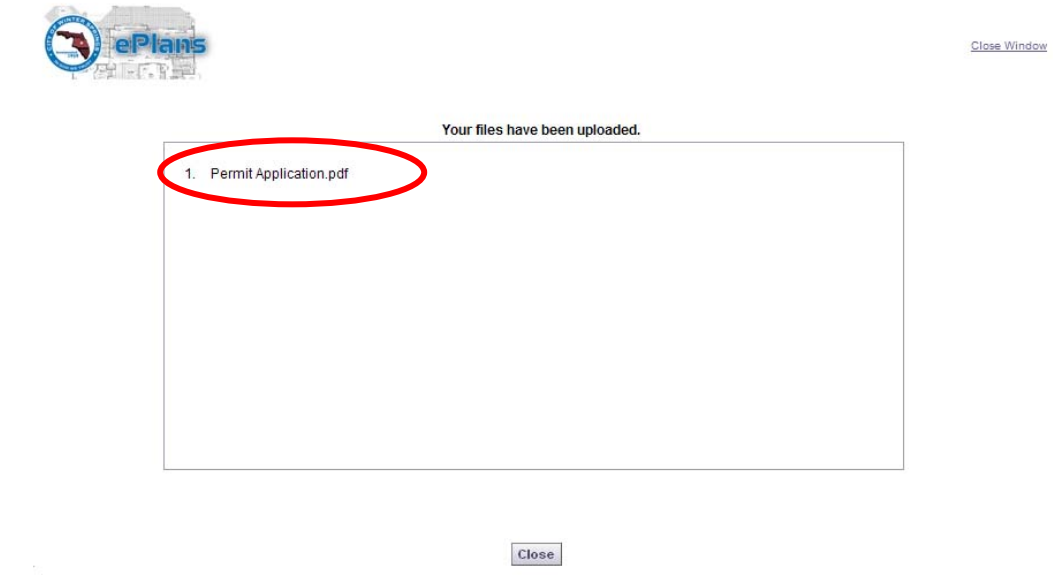
Go to the file location on your computer and select or highlight files you want to upload; you may select multiple files by using your Shift or Ctrl keys. Click the "Open" button and to copy the selected files to the upload window.


Open
Look in:
My Documents
My Recent Documents
Desktop
My Documents
My Computer
My Network
Permit & Fees Historical Report 10-01-2009 to 9-30-2010.pdf
Permit & Fees Historical Report 10-01-2010 to 01-11-2011.pdf
Permit & Fees Historical Report.pdf
Permit & Fees Historical Report.xls
Permit Application.pdf
Permit Details View Output.xls
Permits & Fees Awaiting Review for FY2012.pdf
Permits by Subdivision & Proposed Use.pdf
Permits for Jessups Reserve Townhomes Replat.pdf
Permits for Winter Springs Village - August 2012.pdf
Permits for Winter Springs Village - October 2012.pdf
Permits for Winter Springs Village Phase 1.pdf
Permits for Winter Springs Village Phase 2.pdf
Permits Under Review.pdf
Plans Review 2010801.pdf
Police Open Case Report.pdf
Pothole by 1035 Northern Way.pdf
File name:
Permit Application.pdf
Files of type:
Open
Cancel

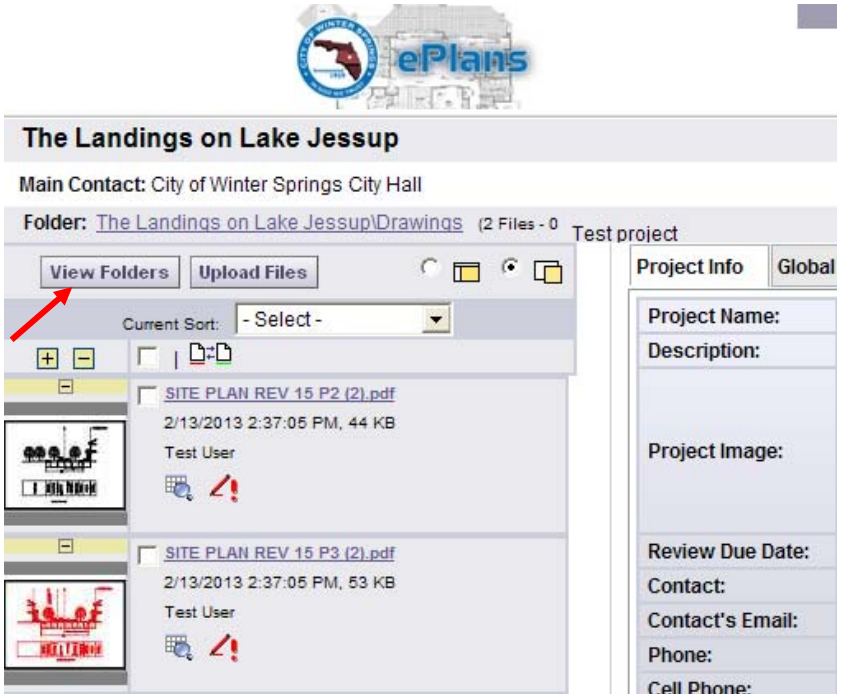
5. Click the "Upload" button



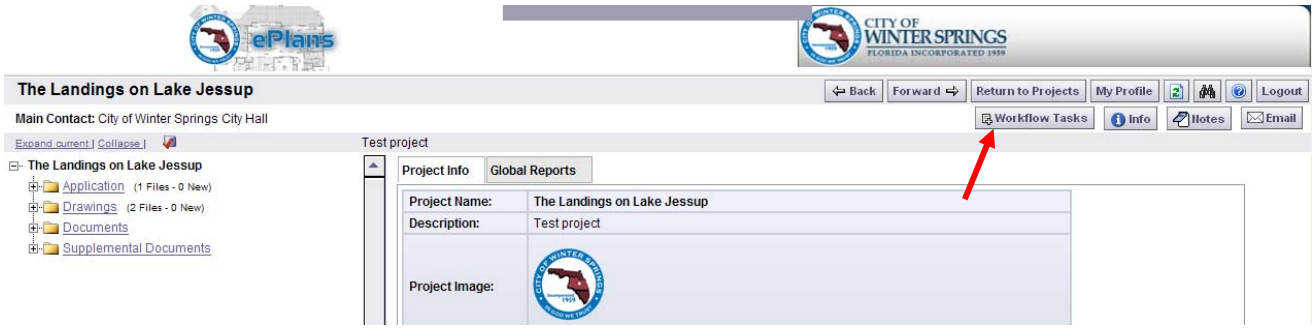
A new window will open stating, “Your files have been uploaded” with a list of those files. Select the “Close” button and this will complete the file upload for this cycle.



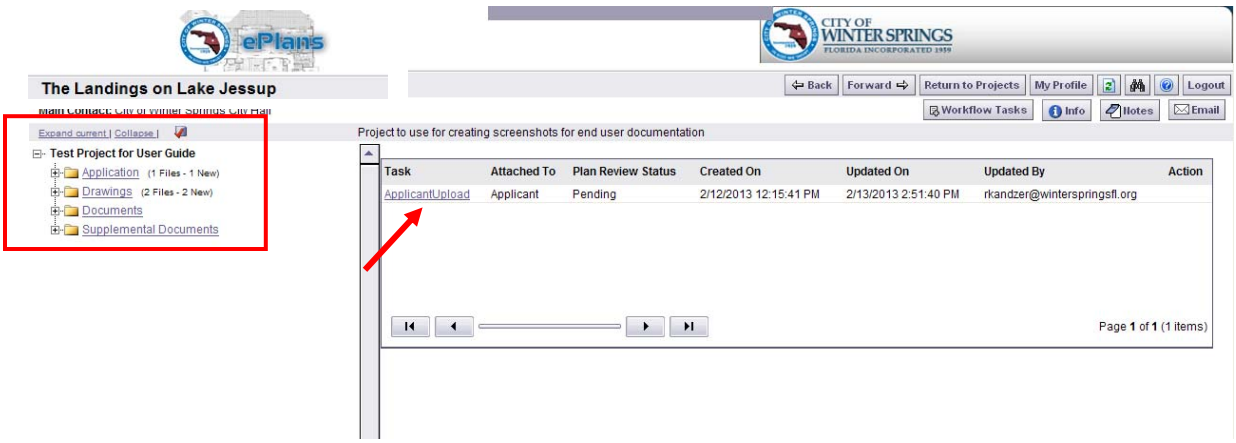
6. Once the files are uploaded to the folder, the folder list is replaced by thumbnail images of each file contained in the folder. Next to each thumbnail, the file name, author, date uploaded, file size, and History icon displays. Repeat this process to upload files to other folders. When all file uploading is complete click the “View Folders” button.



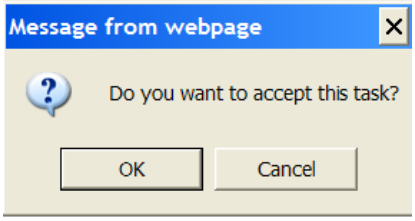
7. This brings you back to the project screen where the folders now show they contain files. Next, click the “Workflow Tasks” button.



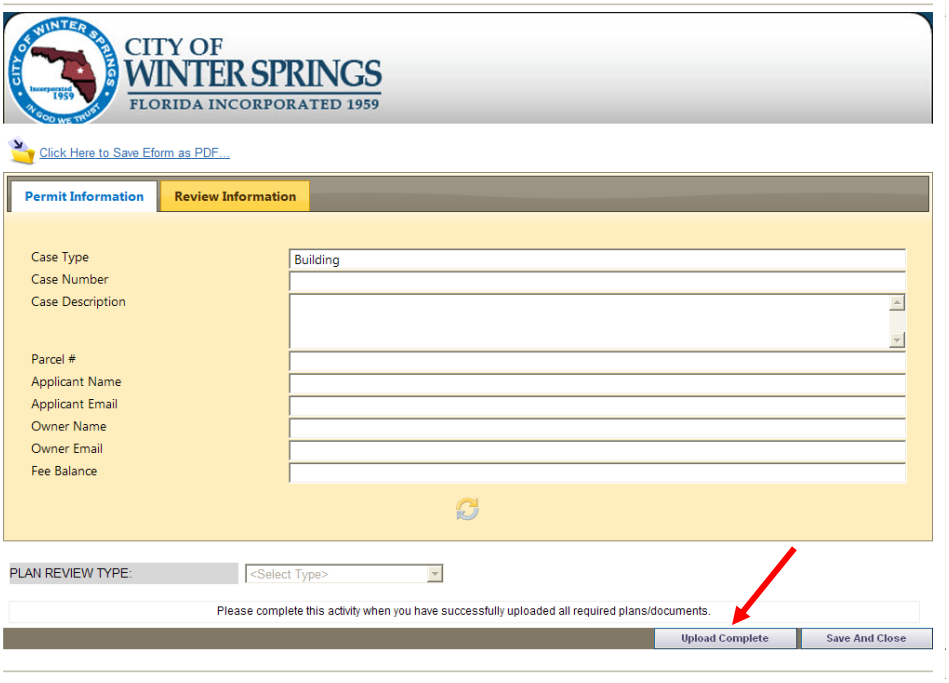
8. You will see that you have a task to complete to let the project coordinator know that the file uploads are compete for this project. Click on the “Applicant Upload” task.



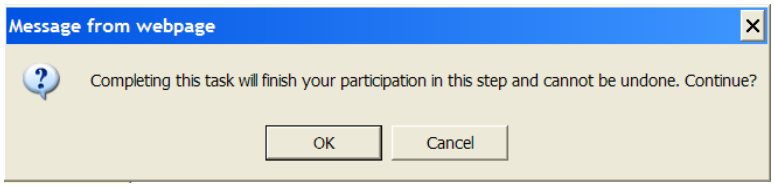
The popup below will display if there is more than one user in your organization that was invited to the project as well; click the “OK” button



9. Click the “Upload Complete” button



10. Click “OK” button to complete this task


Message from webpage
Completing this task will finish your participation in this step and cannot be undone. Continue?
OK
Cancel

11. Congratulations! You have successfully finished part one of submitting your plans electronically. Please logout after your session is complete. The system sends notification to the Project Coordinators to start the prescreening process to determine if the submittal requirements have been met.

Security Timeout

Due to security and resource concerns, the system will automatically sign you out after 60 minutes of inactivity. When you are ready to resume working with the system, click any button on the screen. The system automatically loads the login page for you. You can also close the web browser window and reload the login page manually in a new browser window.

Prescreening

Prescreening is a cursory review of your uploaded documents in preparation for formal review. The Project Coordinator(s) prescreen for most types of permits/projects. Allow a minimum of two (2) working days after you have uploaded your documents for the Prescreening process to take place. If there are questions or missing items from your submittal, you will receive a "Prescreening Corrections Request" e-mail with instructions on the changes requested and how to resubmit.

Pre-Screen Correction Request Task Assignment

Attention JAMES:

Your plan review submission for Permit: **THE LANDINGS ON LAKE JESSUP** has not met the minimum requirements for acceptance. You may review correction comments and requirements by accessing the ePlans site.

When corrected plans and/or documents are ready for re-submittal, please Login to ePlans and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the **same file names** as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within 180 days of this notice to prevent your application from expiring.

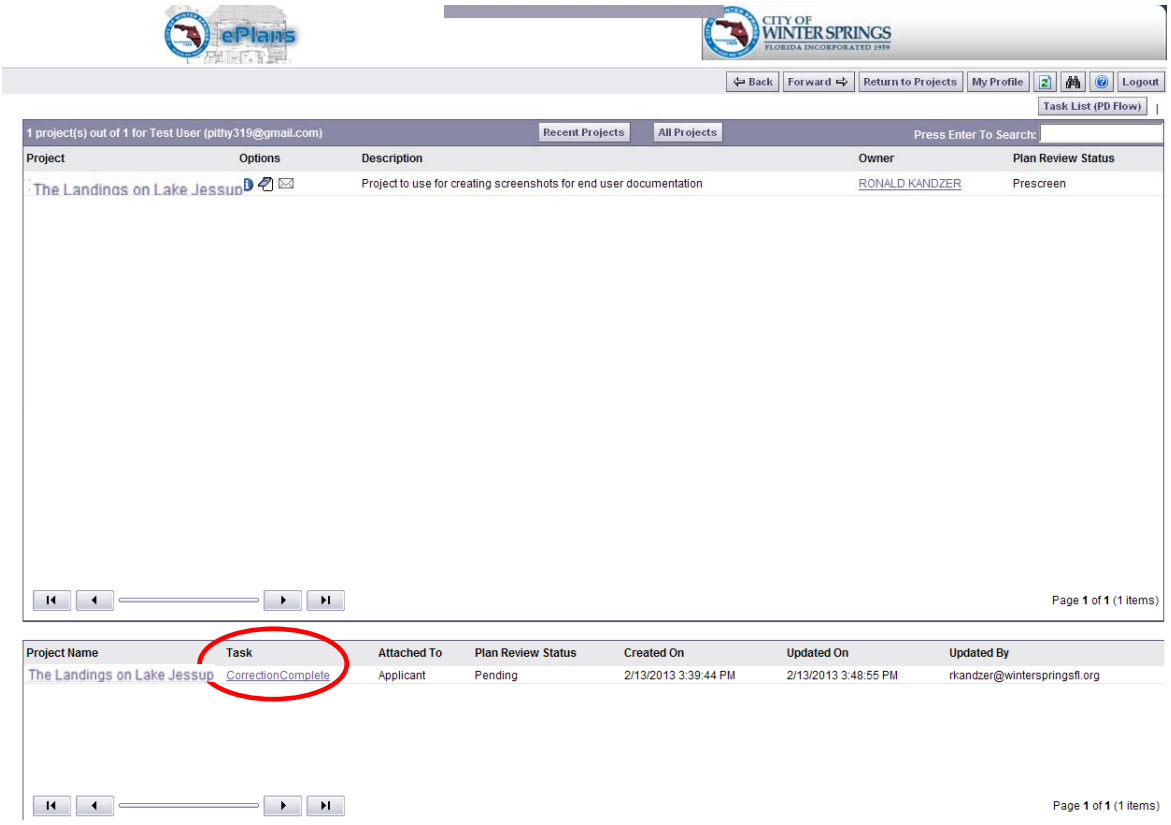
Project:	The Landings on Lake Jessup
Description:	Project to use for creating screenshots for end user documentation
Task:	CorrectionComplete
Assigned by:	PROJECT COORDINATOR

Project Access | Login to ePlans

If you do not have access to the specified folder, please contact the Project Coordinator.

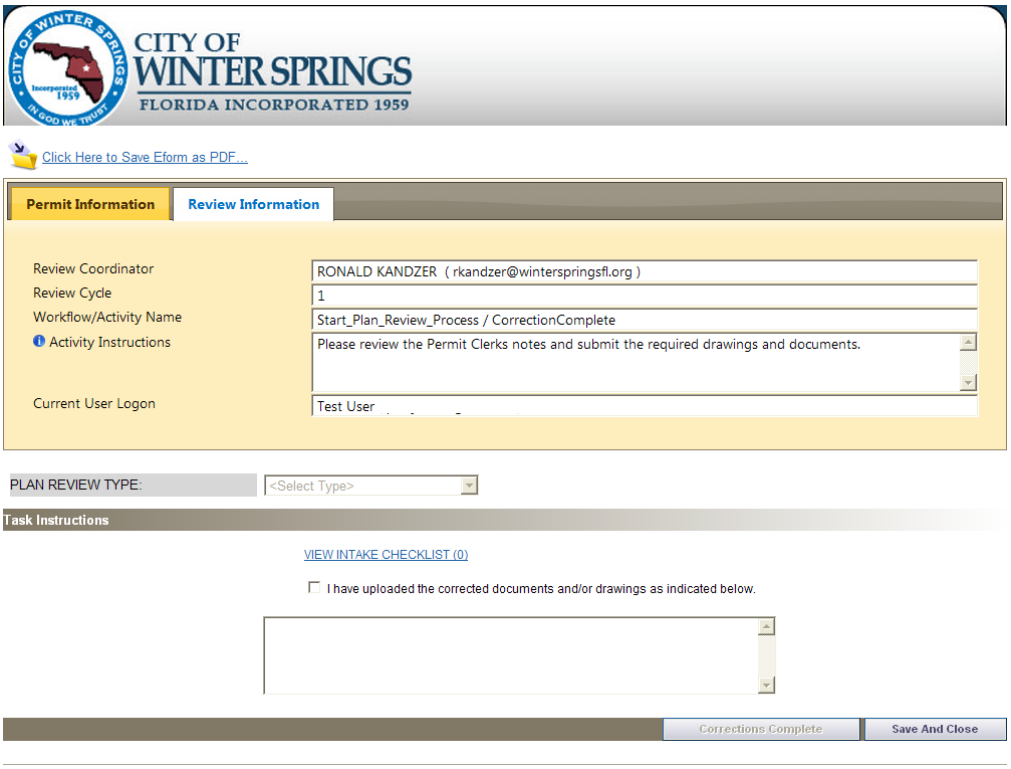
Please do not reply to this email.

1. Click the link in the e-mail to access the ProjectDox site and login into ePlans. The Applicant/Resubmit task will appear at the bottom of the Projects screen (Home Page). Click on this task and this will launch one Internet Explorer screen with the corrections form and another screen with the Drawings and Document folders you saw in the original upload request.

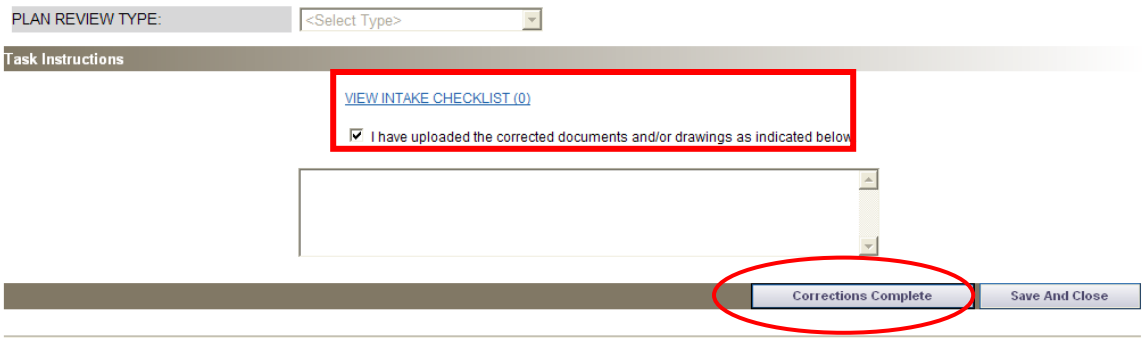


2. Review the Project Coordinator's comments to identify missing requirements.
3. After you have identified the missing or corrected drawings and/or documents to upload, login to ProjectDox (if not already logged in) and enter the project.
4. Upload the missing and/or corrected drawings and documents (see the "Uploading Your Files" section for instructions).

5. Click back to the eForm with your task assignment as shown below.



6. When the eForm opens, place a checkmark in the "I have uploaded the corrected…" and the "Corrections Complete" button will display for you to click to complete your task. Upon completion, the City will be notified that the files have been completed or corrected and will continue with the Prescreening process.


PLAN REVIEW TYPE:
<Select Type>
Task Instructions
VIEW INTAKE CHECKLIST (0)
I have uploaded the corrected documents and/or drawings as indicated below
Corrections Complete
Save And Close

Approved

If your submittal is approved, it will immediately move into the formal review process

Change Notification and Plan Resubmit
Review Requested Corrections

If corrections are requested following the formal review cycle(s) of your drawings, follow the steps below: You will receive an e-mail notification from the Project Coordinator requesting revised documents.

Review Correction Request Task Assignment

Attention JAMES:

Your plan review submission for Permit: **SA Test Project** has been reviewed and corrections have been requested. You may review correction comments and requirements by accessing the ePlans site.

When corrected plans and/or documents are ready for re-submittal, please Login to ePlans and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the **same file names** as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within 180 days of this notice to prevent your application from expiring.

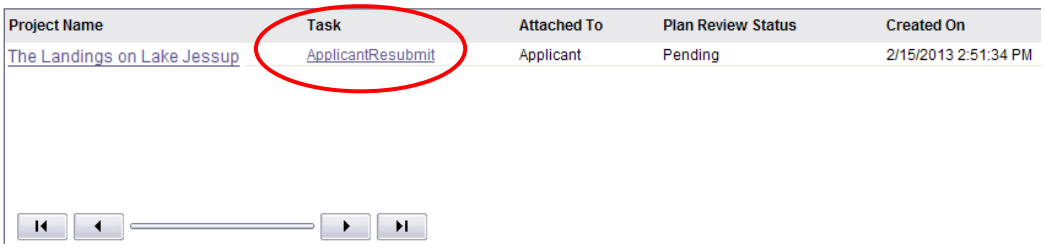
Project:	**The Landings on Lake Jessup**
Description:	**For Testing Only**
Task:	**ApplicantResubmit**
Assigned by:	**PROJECT COORDINATOR**

Project Access | Login to ePlans

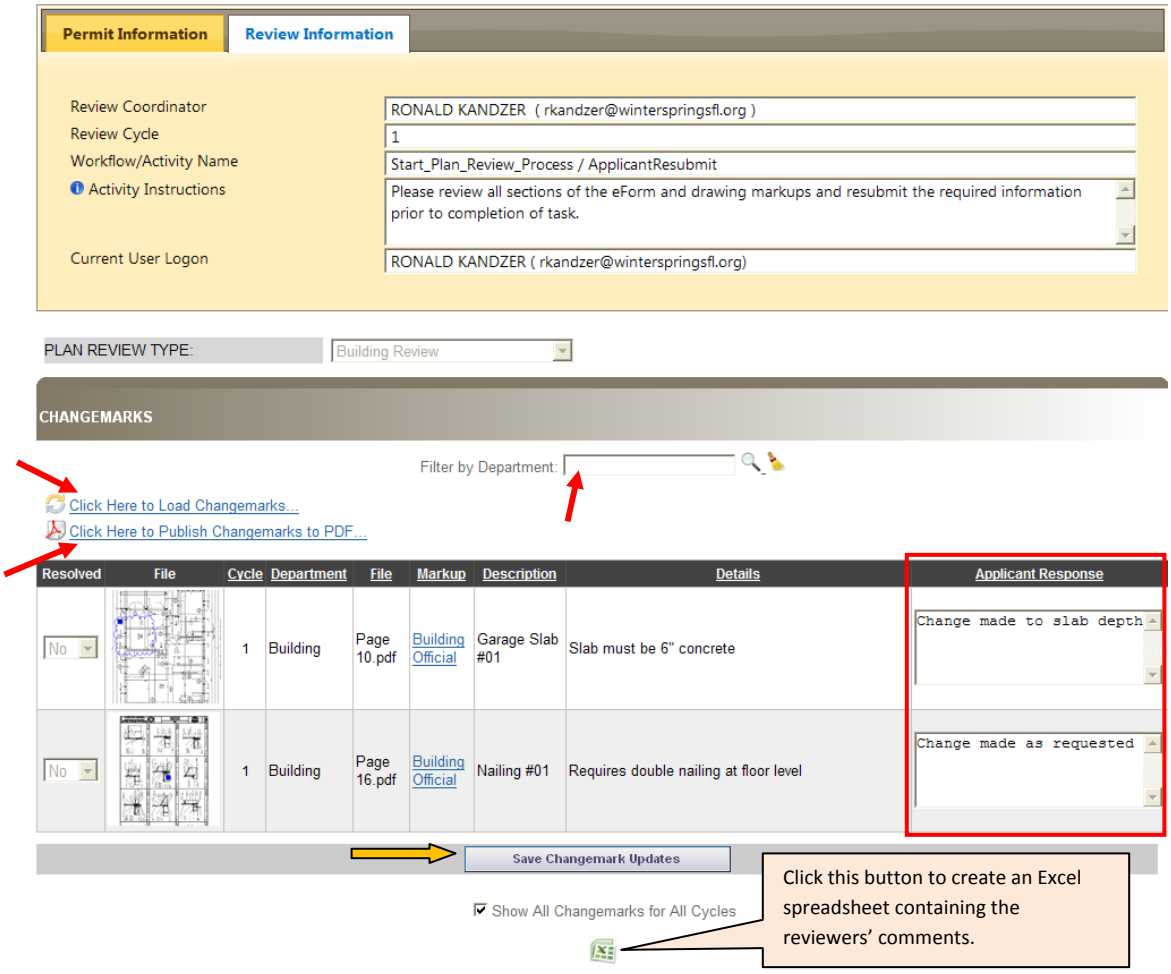
If you do not have access to the specified folder, please contact the Project Coordinator.

Please do not reply to this email.

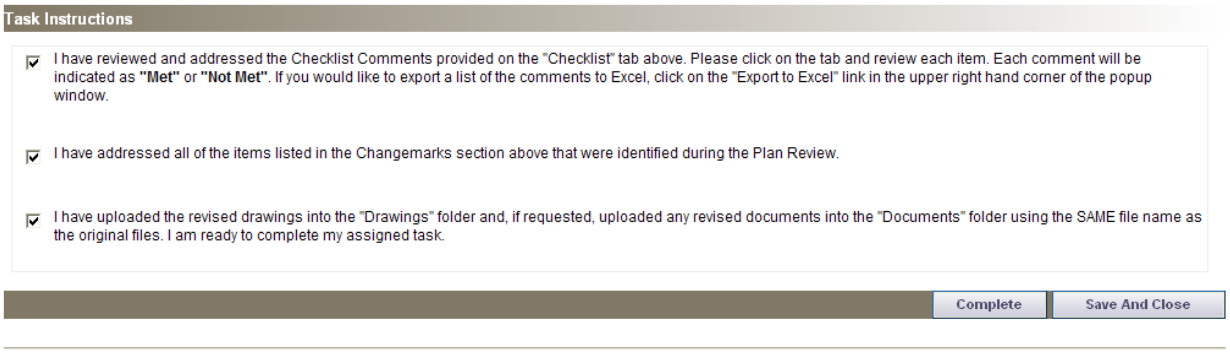
1. Click the link in your e-mail to access the ePlans site.
2. Login to ePlans. The Applicant Resubmit task will display at the bottom of the main page with your permit/project number under the heading “Project Name” (ie. *Test Project for User Guide.)* Click on “ApplicantResubmit” to access comments and mark-ups.



3. This eForm contains drawing markups that provide a complete correction package from all reviewing departments. “Click Here to Load Changemarks” to view the correction requests and comments from the various reviewers. Markups may be filtered by department and/or published to a PDF file if desired. Enter a description of the corrective action to the request in the ‘Applicant Response” column associated with each Markup. Click the save updates button when complete.



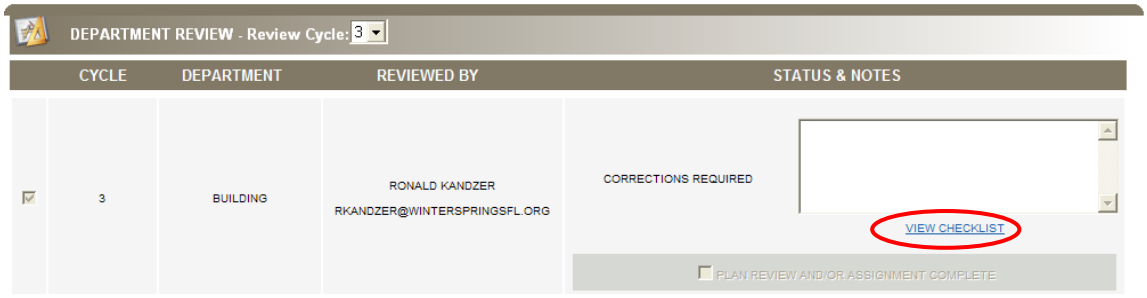
4. Completing the Applicant Re-Submittal Task


Task Instructions
I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.
I have addressed all of the items listed in the Changemarks section above that were identified during the Plan Review.
I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files. I am ready to complete my assigned task.
Complete
Save And Close

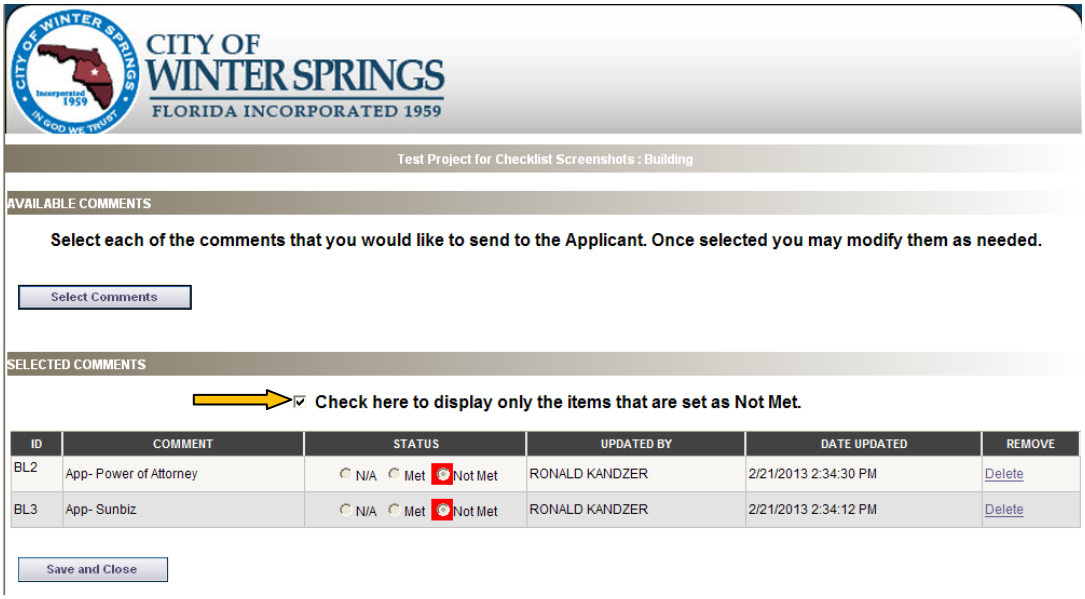
1) Checkboxes 1 and 2 are confirmation that you have read and corrected the issues
2) Checkbox 3 is confirmation you have uploaded all new and/or corrected files
3) Click the “Complete” button to re-submit the corrections

(1) Consolidated department checklist

One or more departments may use the Checklist feature in the eForm – click the "View Checklist" button



A consolidated list of all feedback not related to a red line (markup comment) are available for the applicant's review. You can sort to find the "Not Met" items by clicking on the "Check here to display only . . . set as Not Met" button.

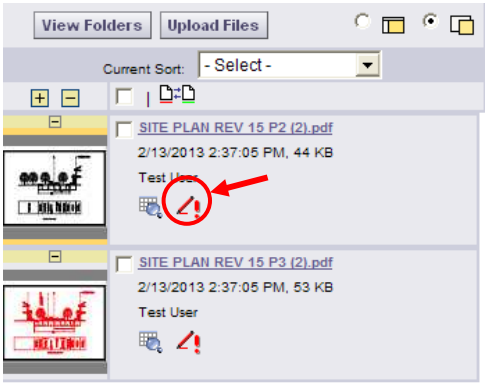


(2) Review Cycle

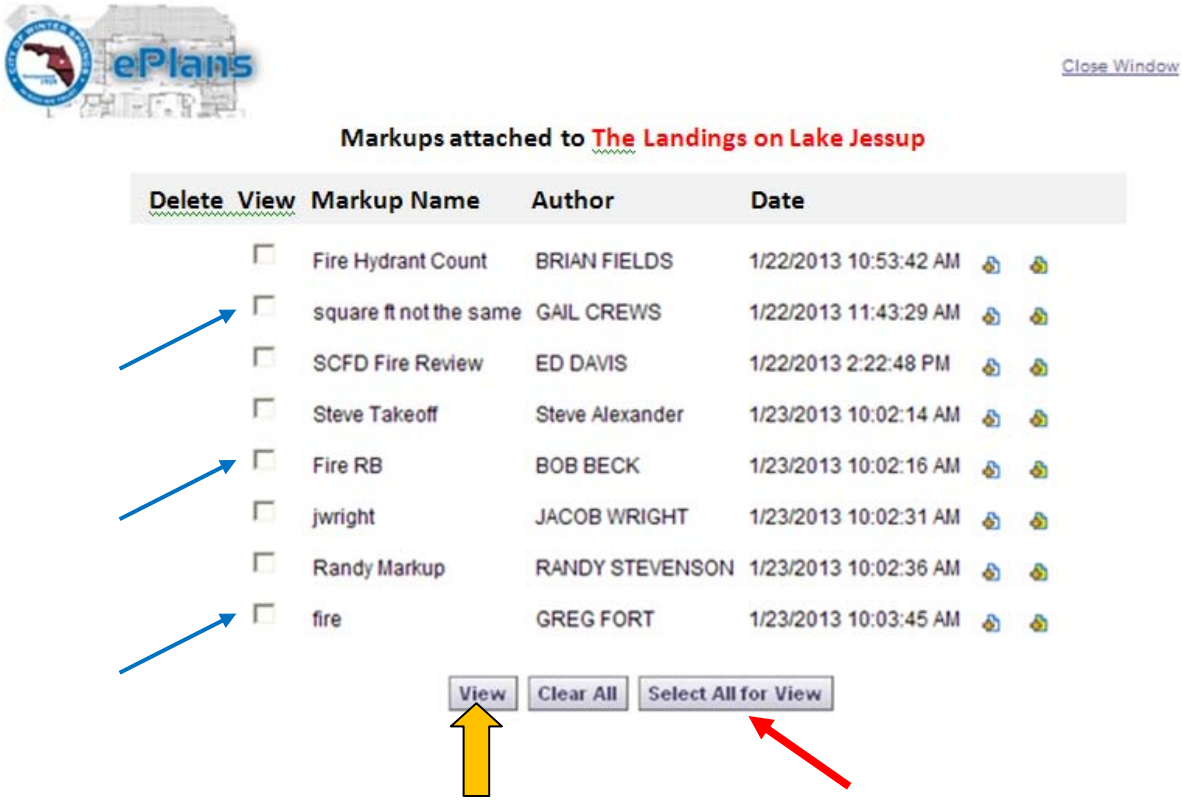
The Review Cycle dropdown allows the user to review any review cycle information. The Review cycle also displays in the first column of the Department Review table.

(3) Review Markups (click icon to access markups)

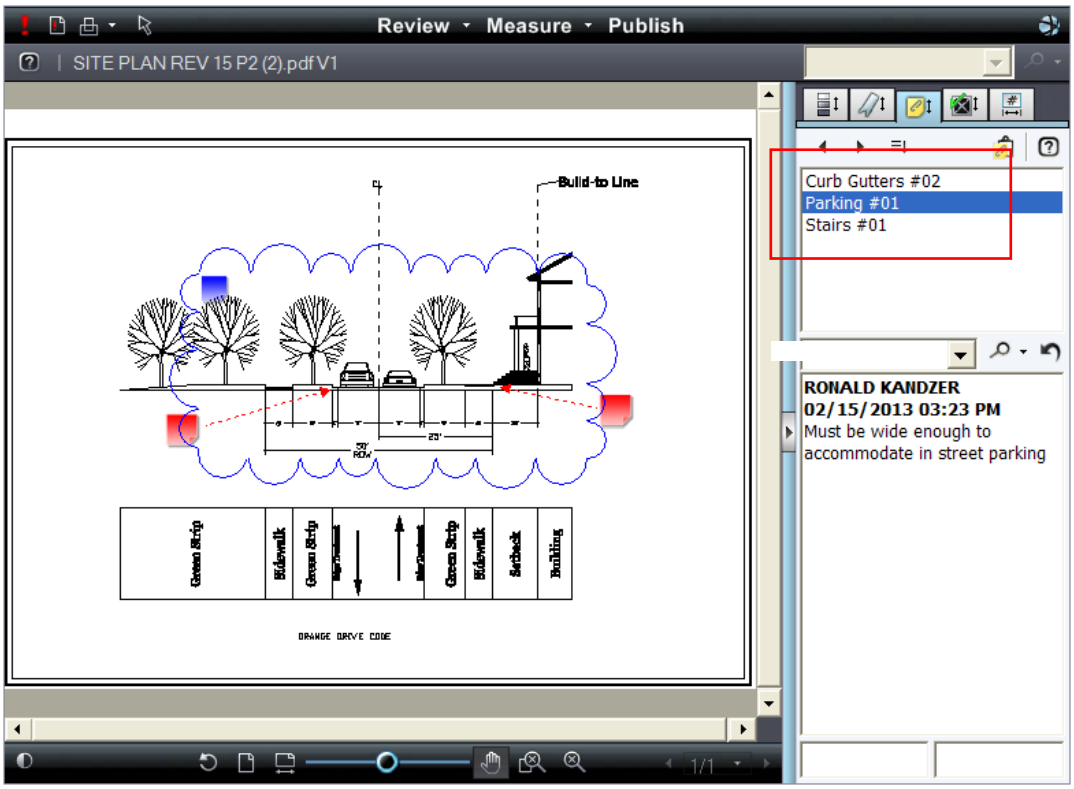
To view a plan markup, click on the icon next to the drawing as shown here.



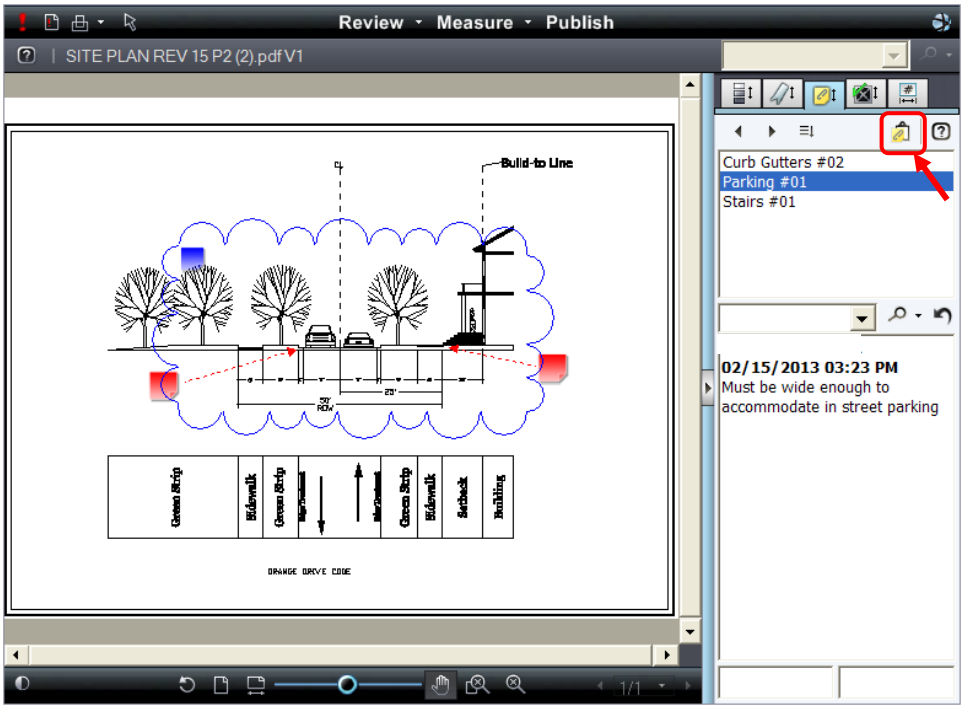
This will display a list of all the markups attached to this particular drawing. Select all markups by clicking the "Select All for View" button or individually select markups by clicking the respective checkbox for those of interest. When selections are complete click the "View" button


ePlans
Close Window
Markups attached to The Landings on Lake Jessup
Delete View Markup Name Author Date
Fire Hydrant Count BRIAN FIELDS 1/22/2013 10:53:42 AM
square ft not the same GAIL CREWS 1/22/2013 11:43:29 AM
SCFD Fire Review ED DAVIS 1/22/2013 2:22:48 PM
Steve Takeoff Steve Alexander 1/23/2013 10:02:14 AM
Fire RB BOB BECK 1/23/2013 10:02:16 AM
jwright JACOB WRIGHT 1/23/2013 10:02:31 AM
Randy Markup RANDY STEVENSON 1/23/2013 10:02:36 AM
fire GREG FORT 1/23/2013 10:03:45 AM
View
Clear All
Select All for View

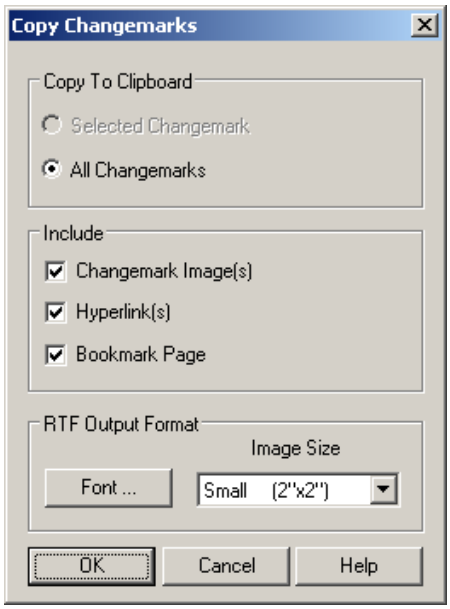
All selected change marks will display in the right hand pane and as you review, click on each change mark and you will zoom directly into the mark up from the reviewer.



There are a number of ways to print out the markups. Select the Copy Changemarks button.



Check all boxes and change image size for larger thumbnails of markups.



Open a new Word document and right click to paste.

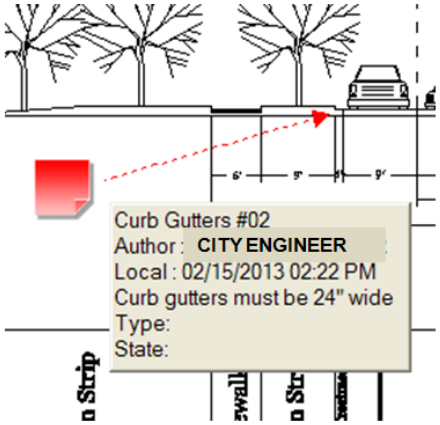
The first page will show

List of Comments

Curb Gutters #02 (CITY ENGINEER 02/15/2013 02:22 PM)
Parking #01 (CITY ENGINEER 02/15/2013 03:23 PM)
Stairs #01 (BUILDING OFFICIAL 02/15/2013 02:20 PM)

Each page will show details of one markup

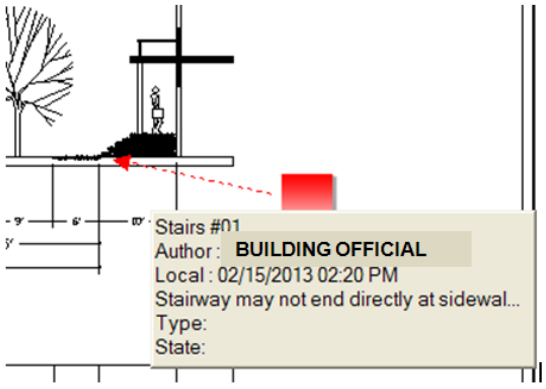
Curb Gutters #02 (Back to List)



Created by: CITY ENGINEER
On: 02/15/2013 02:22 PM
Curb gutters must be 24" wide

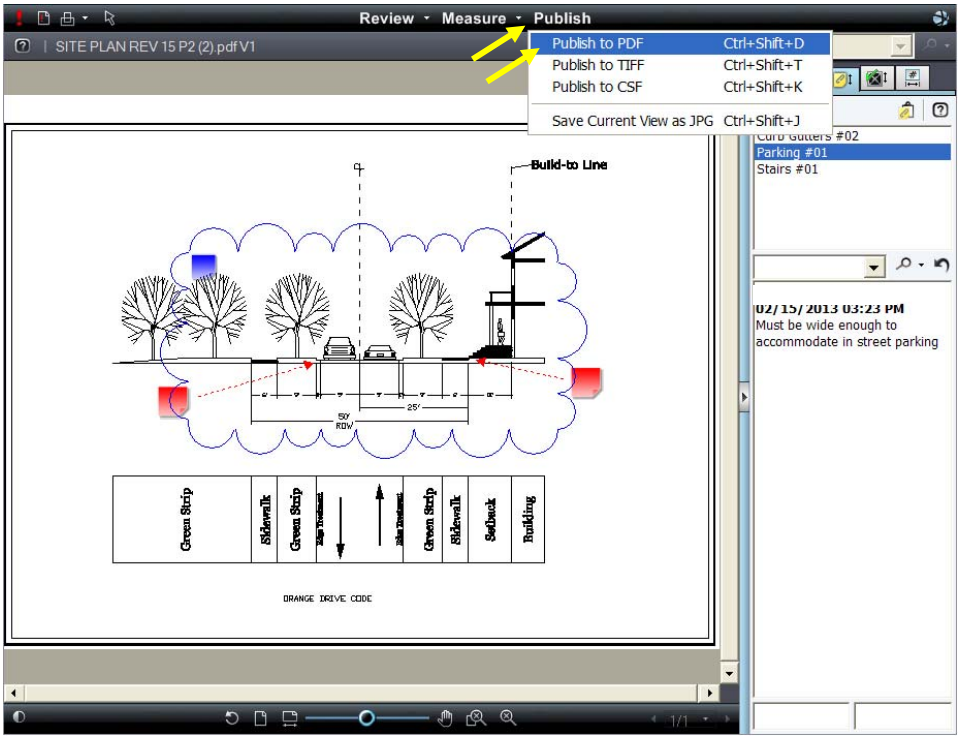
(Back to List)
.
.
.

Stairs #01 (Back to List)

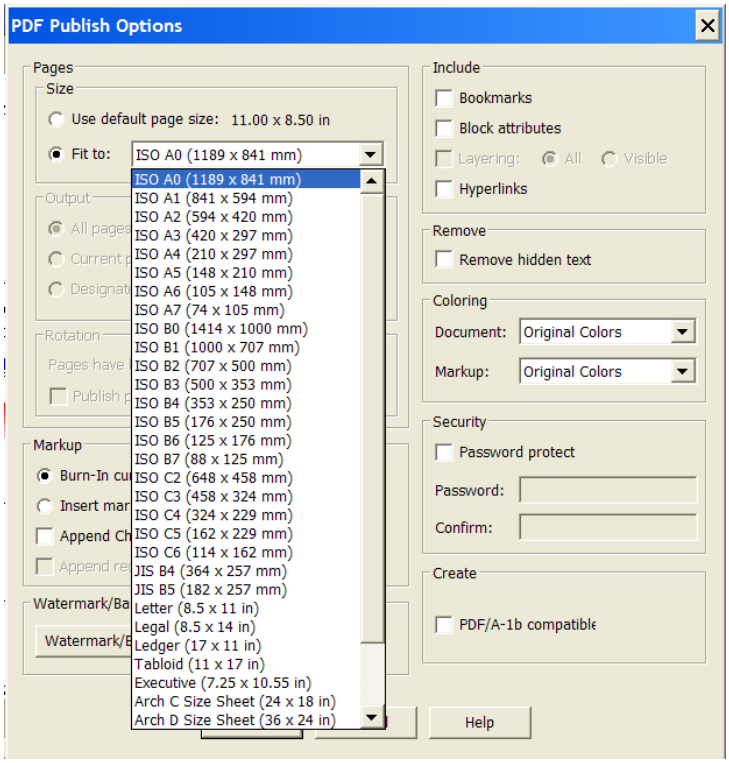


Created by: BUILDING OFFICIAL
On: 02/15/2013 02:20 PM
Stairway may not end directly at sidewalk - move back 3 '
(Back to List)

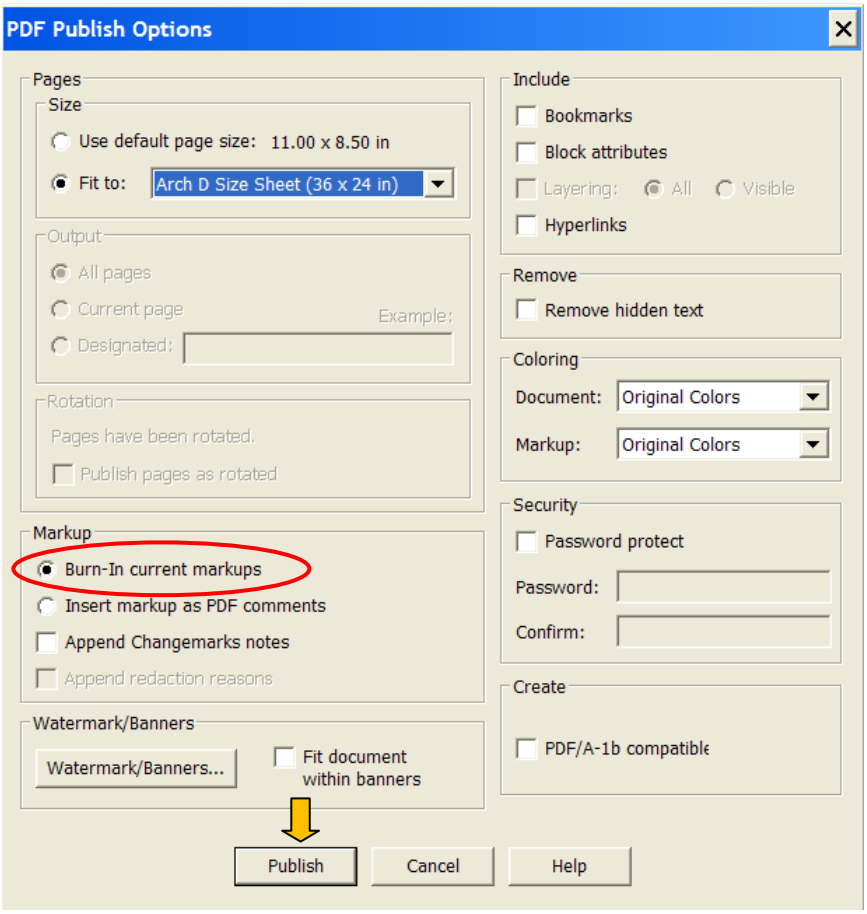
To Print the markups in the original drawing format (24x36) Click Publish and select the format such as “Publish to PDF”



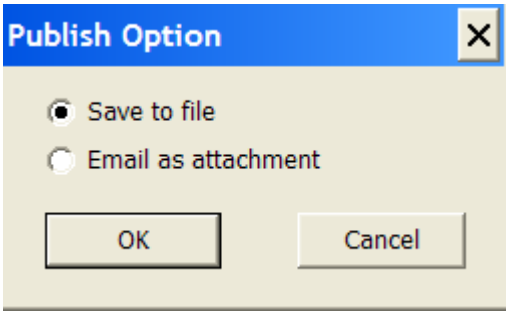
Select the desired format


PDF Publish Options
Pages
Size
Use default page size: 11.00 x 8.50 in
Fit to: ISO A0 (1189 x 841 mm)
ISO A0 (1189 x 841 mm)
ISO A1 (841 x 594 mm)
ISO A2 (594 x 420 mm)
ISO A3 (420 x 297 mm)
ISO A4 (210 x 297 mm)
ISO A5 (148 x 210 mm)
ISO A6 (105 x 148 mm)
ISO A7 (74 x 105 mm)
ISO B0 (1414 x 1000 mm)
ISO B1 (1000 x 707 mm)
ISO B2 (707 x 500 mm)
ISO B3 (500 x 353 mm)
ISO B4 (353 x 250 mm)
ISO B5 (176 x 250 mm)
ISO B6 (125 x 176 mm)
ISO B7 (88 x 125 mm)
ISO C2 (648 x 458 mm)
ISO C3 (458 x 324 mm)
ISO C4 (324 x 229 mm)
ISO C5 (162 x 229 mm)
ISO C6 (114 x 162 mm)
JIS B4 (364 x 257 mm)
JIS B5 (182 x 257 mm)
Letter (8.5 x 11 in)
Legal (8.5 x 14 in)
Ledger (17 x 11 in)
Tabloid (11 x 17 in)
Executive (7.25 x 10.55 in)
Arch C Size Sheet (24 x 18 in)
Arch D Size Sheet (36 x 24 in)
Output
Rotation
Markup
Watermark/Ba
Include
Bookmarks
Block attributes
Layering: All Visible
Hyperlinks
Remove
Remove hidden text
Coloring
Document: Original Colors
Markup: Original Colors
Security
Password protect
Password:
Confirm:
Create
PDF/A-1b compatible
Help

In the Publish option screen check “Burn-In change markups” and click ‘Publish’,



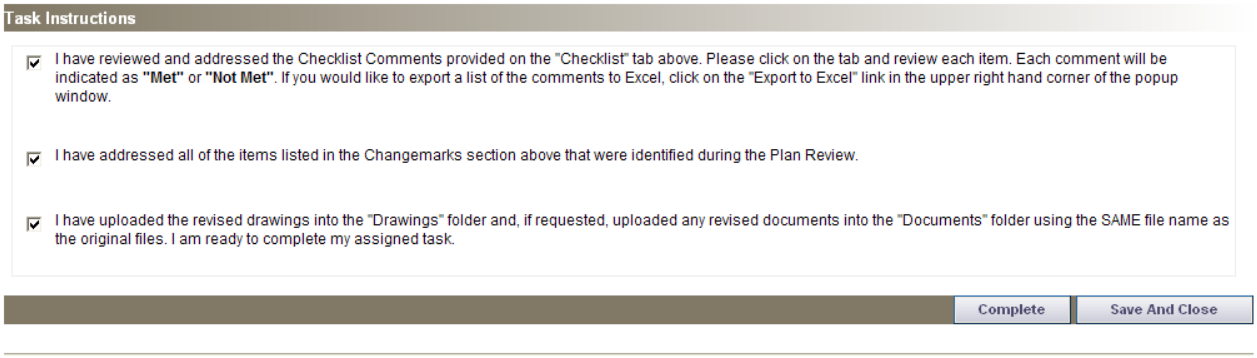
Select “Save to File”, click ‘OK’, and specify the location to save the file on your computer in the subsequent screen.



You can print from the new pdf file.

(4) Checkbox 1, 2 & 3

Checkbox 1 asks for confirmation that the checklist and the comments in the eForm have been reviewed. Checkbox 2 asks for confirmation that you have reviewed all the markup comments attached to the drawings. Checkbox 3 confirms that you have uploaded revised drawings and/or documents using the SAME FILE NAMES.


Task Instructions
I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.
I have addressed all of the items listed in the Changemarks section above that were identified during the Plan Review.
I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files. I am ready to complete my assigned task.
Complete
Save And Close

(5) Upload Files

Checkbox 3 asks for confirmation that you have corrected the plans and/or documents per the reviewer's request and that you have uploaded them into the appropriate folder. The Upload dialog is identical to your initial upload.

The file will display the version number, V2 for example, because the correction was uploaded with the SAME FILE NAME as the original file name.

(6) Resubmit Complete

When you are ready to complete the task and exit the form, click the "Complete" button.

Approval

When the plans review gains approval from all reviewers, you will receive an email notification.

Print Approved Plans

After issuing an approval, the City electronically stamps the final plans. You will then receive an e-mail indicating that your application is ready and instructions on how to download and print your files. Approved drawing and/or document files will be in the "Approved" folder and available for download. You will be required to print one (1) copy of the approved plans package and place it on the jobsite for inspector access. Note minimum sizes: 11" X 17" for plans and 8 ½" X 11" for product documentation are required.

Vista and Windows 7 Install Instruction

Sometimes users will encounter errors or issues resulting from incomplete installation of the client components. The cause is often due to permissions issues. The instructions below have proved useful in resolving the security/permissions issues and getting a successful installation. (The user account executing these steps will need administrative privileges on the computer).

Uninstall-reinstall ProjectDox components

If the operating system is Vista or Windows 7, the user will need to turn OFF UAC first.

Additionally, if using IE 8, will need to turn off protected mode. (apparently, turning off UAC in Windows 7 also disables protected mode for IE8)

Turning Off UAC in Windows Vista and Windows 7

The following link explains how to control UAC in Windows Vista and in Windows 7. The first few directions and screen shots explain the necessary actions, the rest is blog.

http://www.howtogeek.com/howto/windows-vista/disable-user-account-control-uac-the-easy-way-on-windows-vista/

Turning off Protected mode in IE8

The next link explains turning off protected mode in IE8 (apparently turning off UAC in Windows 7 also disables protected mode for IE8)

http://www.sevenforums.com/tutorials/63141-internet-explorer-protected-mode-turn-off.html

Then follow these steps:

Remove ALL ProjectDox components on the client:

1. Check for presence of program, and remove if found, using either a. or b. depending on version of operating system your are using:
    a. VISTA, Windows 7 - Using Control Panel (in classic view) -> Program Features, if ProjectDox Components is listed then REMOVE
    b. XP – Using Control Panel -> Add/Remove Programs, if ProjectDox Components is listed then REMOVE
2. In Internet Explorer (Internet Options->Browser History->Settings->View Objects - remove anything Brava, ProjectDox, or Xupload).
3. After the above is completed, delete these directories and their contents: **IGC** (in Windows Vista or 7, do a search for the filename IGC to locate, then delete)
    a. In XP Documents and Settings->User Account->**IGC**
    b. In XP Program Files->Avolve->**Components**).

(Again, if Vista or Windows 7, UAC must be OFF for the following to work):

You can reinstall the ProjectDox components by clicking on the link on the login page
Once the components are installed, you can turn UAC back on.